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ABSTRACT

The third volume of the Georgia feasibility study on elementary teacher education provides information on the kinds of personnel required to develop and operate the model program. Detailed job descriptions are provided for 21 key positions and for 72 supporting positions. These should not be regarded as complete, but will require further development as the program is implemented. Related documents are SP 004 171, the general report, and SP 004 181, detailed technical reports. (MBM)

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FINAL REPORT

Project No. 9-0477
Contract No. OEC-0-9-200477-4043

THE FEASIBILITY OF THE GEORGIA EDUCATIONAL MODEL FOR TEACHER PREPARATION--ELEMENTARY

Volume III Job Descriptions

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Athens, Georgia

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U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
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SP004182

PREFACE

This is the third volume of the final report of the feasibility study. The titles of the volumes in order are:

Volume I	Basic Report
Volume II	Technical Report
Volume III	Job Description

Although all members of the investigating staff made contributions to the preparation of this volume primary acknowledgement for the writing of the introduction, the organization of the volume and its editing is directed to Dr. Jerry B. Ayers, Associate Director for Organization and Management. Other contributors were: Dr. Jerold P. Bauch, Associate Director of Evaluation, Dr. Michael L. Hawkins, Associate Director for Instruction, Dr. Ingemar V. Ahnell, Assistant Coordinator of High School Student Teachers for the College of Education, Dr. Charles E. Johnson, Project Director and Dr. Gilbert F. Shearron, Director of Implementation, and Chairman, Division of Elementary Education.

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Part One

Summary of the Investigation

This part of the volume summarizes a feasibility investigation which was designed to provide information regarding the kinds of personnel required to develop and operate the Georgia model program. The contents of this part of the volume along with the job descriptions presented in part two are regarded as necessary reference without which any institution seeking to use the same or similar strategies specified for the development and operation of the model would be seriously handicapped.

The Problem

One of the basic operational principles essential to the development as well as the sustained operation of the model program is that the personnel to be involved must be selected for their abilities to do the jobs to which they are assigned. That is to say, the persons to work with the model must either have the essential job skills before they are employed, or they must be selected because they are capable of acquiring the necessary skills to do the job. This seemingly obvious principle of project management has often been neglected in educational projects where the policy appears to have been to enlist available personnel, assign them to jobs, and expect them to do the best they can. In program development and implementation activities, this policy can lead to many inefficiencies and often results in complete redesigning of the initial objectives.

Thus, because the endorsed principle differs from what has frequently been policy, and because it is essential that this principle be maintained in this project if the development and operation of the model as designed is to be realized, the feasibility of its utilization is subject to challenge. For this reason it was deemed necessary to investigate and determine, to a sufficient confidence level to declare feasibility, the extent to which personnel to carry out the project would be available.

Procedures

The investigation began with listing and defining job requirements for personnel both to develop the model and to maintain it in operation. Next, a search was made through various appropriate references (including the job descriptions on file at the University of Georgia personnel office) to find existing job descriptions which were the same or similar to the needs of the project. Whenever two or more references yielded similar job descriptions preference was given to those contained in the University of Georgia files since it is likely that the kinds of persons who are presently employed in universities will form the major portion of the teams who will initiate the project. Also, the quality of the University of Georgia personnel job description files is judged to be excellent and comparable to listings available in most other outstanding institutions of higher learning.

The next task was that of compiling a notebook of job descriptions for the project. Comparisons were made between the defined job requirements for the project and the available descriptions selected from references. Some job descriptions were found to meet the needs of the project without change. Others were found that, with modification, served the need. Finally, a number of job descriptions had to be written to provide for the specialities for which there were no existing descriptions.

Findings

The University of Georgia manuals list 97 job descriptions for non-academic employees (Manual: Adm. 1968 & Manual: Non-adm. 1968). Of this number it was found that 72 job descriptions would meet the needs of the project. Persons with these job descriptions are classified as supporting personnel.

No job descriptions were found that would satisfactorily meet the needs of the project for key personnel. Twenty-one job descriptions were written. These job descriptions are specific for the Chairman, Division of Elementary Education and the Director of Project Operations. The remaining 19 job descriptions are more general in nature, and each embraces more than one specific job. It is estimated that over 200 separate job descriptions will eventually be needed for key personnel.

Limitations

The job descriptions prepared for this investigation and contained in this report should not be regarded as complete. During the period of development more detailed descriptions will evolve and the list will be extended. It must be kept in mind that the purpose of this investigation was to determine feasibility within the limits of confidence rather than to supply a finished list of job descriptions.

Conclusions

The investigating staff is satisfied that there is a sufficient number of defined job descriptions for most specialities needed in this project. This observation suggests that trained or trainable personnel are likely to be available to fill the majority of the positions. Analysis of the job descriptions for the remaining positions reveals that it will be possible to obtain personnel to fill these positions provided specifications for in-service training programs are carried out.

Part Two

Job Descriptions

This part of the volume contains selected job specifications for persons to develop and operate the model program. These specifications are divided into two categories each reported in a separate section: Key Personnel and Supporting Personnel. Key personnel are considered to be those directly responsible for the development, testing, implementation and sustained operation of the model. Included in this group are the major professional staff and consultants. Supporting personnel include all other staff such as clerks, data processing technicians, materials development assistants, instructional assistants, and administrative assistants.

Introduction to Job Descriptions

All job specifications have been written with a uniform format. This format, slightly modified for purposes of this project, was developed by a private consulting firm for the University of Georgia. The format consists of six major sections: code number; classification titles; nature of work; illustrative examples of work; desirable knowledges, abilities and skills; and desirable training and experience.

The code number has from three to eight digits, and is indicative of the individual's wage category as well as his job classification at the University of Georgia. The first three digits indicate an individual's general wage category and the remaining four to five digits which are in parentheses indicate the job code number assigned by the University of Georgia. If only a three digit number is shown the job description was developed specifically for this project and has no corresponding counterpart in the job specifications for the University of Georgia.

The classification title appearing on the job description is intended to provide a brief name for the position. The nature of each individual's work sets forth the type of functions and responsibilities which characterize his particular classification. Illustrative examples of the type of work performed by each individual show the range of duties that may be required of the individual. The desirable knowledges, abilities and skills for successful performance of the work of the individual are stated in broad terms and the desirable training and experience of the individual in the classification is briefly summarized.

Section A presents 21 illustrations of job descriptions for key project personnel, exclusive of consultants. These are regarded as illustrative since refinement and extention of the list must be undertaken during the development of the model program. For example, it is estimated that over 200 subject matter specialists will be needed to develop the learning materials each requiring a somewhat different job description. In this report only one general description of the job specifications for a subject matter specialist has been included.

Section B presents job descriptions for 72 supporting personnel. These also are illustrative of the personnel needed for this project. A more complete and detailed set of job descriptions for these supporting personnel may also be necessary as the project progresses.

Part Two, Section A

JOB DESCRIPTIONS OF KEY PERSONNEL

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APPLICATIONS SYSTEMS ANALYST

1.2.3

NATURE OF WORK

This is senior level professional work in consulting and in analysis and design of extremely complex information systems for large scale electronic computers.

Work involves analysis of information system requirements taking into consideration funds and equipment available, projected costs, personnel availability and future computer system expansion. Consults with operating and administrative personnel, researchers and scientists in identifying information system requirements. Must make decisions about which computer system would be best suited for the information system being proposed. Assigns and reviews the work of programmers and senior programmers, and assists supervisor in directing the activities of the applications group as a whole.

ILLUSTRATIVE EXAMPLES OF WORK

Analyzes extremely complex problems; designs logical flow of information in a system; assigns and reviews work of programmers and senior programmers.

Assists senior programmers in solution of difficult problems.

Consults with all computer users about any problems encountered in using the computer or information systems on the computer.

Attends management meetings and actively contributes to the formulation of administrative policy.

Attends regional and national professional meetings and relays information to the Computer Center personnel.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of the field of electronic data processing.

Extensive knowledge of capabilities, limitations, uses and requirements of several large computer systems.

Extensive knowledge of at least two major compiler languages, and particular characteristics of the machines on which the languages are being used.

Extensive knowledge of an assembler language and the machine which it operates.

Extensive knowledge of flow charting, block diagramming, and procedural report writing.

Considerable knowledge of good management practices.

Ability to examine minute details of a complex system without losing sight of the over-all picture.

Ability to apply present knowledge to solution of new and varied problems, and ability to rapidly assimilate new information as the opportunity presents itself.

Ability to give direction to a group effort and effectively cope with people.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with a master's degree in computer sciences; and considerable experience in a large computer operating system; or any equivalent combination of training and experience.

ASSISTANT DIRECTOR FOR EVALUATION

1.2.3

NATURE OF WORK

This work is analysis and evaluation of all subsystems of the Georgia Educational Model. The gathering of data, analysis and interpretation, and reporting to other subsystems is a basic operation. Systematic processing of data, revision of evaluation procedures, and storage and retrival systems are also among primary activities.

ILLUSTRATIVE EXAMPLES OF WORK

Administers and coordinates all aspects of evaluation, including programs, materials, facilities, personnel, and management.

Initiates or conducts special studies various aspects of the overall program.

Produces reports to those persons responsible for all subsystems, to the Director of Teacher Education, and to the Committee of Executives.

Collects and analyzes cost-effectiveness data.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the theoretical and technical aspects of evaluation, especially evaluation from the "systems" perspective and as used in scientific management systems.

Extensive knowledge of data processing systems and technology, especially retrival and analysis procedures.

Ability to analyze and synthesize data and in preparing objective reports at several levels of specificity.

Ability to communicate effectively with evaluation specialists, statisticians, computer programmers, and other supportive personnel.

Ability to communicate effectively with instructional faculty and staff, with special emphasis on positive interpersonal relationships.

Ability to retain a degree of disinterested objectivity to instructional and program activities.

DESIRABLE TRAINING AND EXPERIENCE

Two or more years of experience in the analysis and reporting of complex data comparable to GEM data.

Demonstrated background in reconciling human and technical aspects of evaluation.

Earned doctorate in evaluation from either an educational or management base, with specialty in systems analysis.

ASSISTANT DIRECTOR FOR LEARNING

1.2.3

NATURE OF WORK

This is administrative and supervisory work directly associated with the management of faculty orientation, the development of learning materials including proficiency modules and direct management of the instructional procedures component of the GEM. Responsible for the coordination of the Arts and Sciences and the Education proficiency module operation and supervision of the Assistant Directors for Arts and Science proficiency modules and Education proficiency modules. This person is responsible for the integration of the general education, professional education, and laboratory experiences into a workable program of teacher preparation.

ILLUSTRATIVE EXAMPLES OF WORK

Coordinates the activities of PM developers including overseeing the work of the teaching materials production section.

Coordinates the activities of the Assistant Director of Arts and Sciences Modules and Assistant Director of Education Modules.

Conducts faculty orientation and inservice training and schedules faculty into communication skills training.

Advises the Associate Director for Instruction and Evaluation on selection of Proficiency Module development and teaching faculty.

Prepares or supervises the preparation of regular and special reports required by the Associate Director for Instruction and Evaluation.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of principles of higher education in both liberal arts and professional education.

Knowledge of at least one academic or professional education area.

Ability to supervise staff and faculty to implement educational programs.

Ability to facilitate efforts of staff and faculty on solutions to problems of an educational nature.

DESIRABLE TRAINING AND EXPERIENCE

Terminal degree in elementary education, higher education, school administration, or an academic discipline with some preparation in elementary education; limited experience in higher education; experience as an administrator with some training and experience in supervision.

ASSISTANT DIRECTOR FOR STUDENT EVALUATION

1.2.3

NATURE OF WORK

Student evaluation encompasses all procedures and techniques used in the assessment and analysis of student performance throughout the program. Performance data is accumulated and stored, with periodic progress reports sent to students, advisors, and the evaluation subsystem. The management of evaluation data input and retrival procedures and equipment is a major operation. Technical assistance is provided to PM development teams.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, designs, and reviews efficient procedures for assessing student performance.

Retrives and distributes periodic progress reviews to student, adviser, and/or module development teams.

Selects and orients a staff of evaluation technical assistants to work with PM development teams in the design and revision of PM pretests and posttests.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the evaluation of performance of college students.

Complete familiarity with input and retrival systems, general computer programming, and working knowledge of two common computer language systems.

Competency in the field of tests and measurement, especially in the development of procedures for assessing instructional performance.

Skill in providing technical assistance to instructional teams developing evaluative devices for PMs.

DESIRABLE TRAINING AND EXPERIENCE

Earned doctorate in education with emphasis on evaluation and/or tests and measurements. One or more years experience in developing evaluation procedures to assess human performance.

ASSISTANT DIRECTOR FOR STUDENT SCHEDULING

1 2.

NATURE OF WORK

Student scheduling involves the proper matching of students with material and human resources. The major activity is to maintain an even flow of students through the available learning resources and to obtain optimum utilization of those resources.

ILLUSTRATIVE EXAMPLES OF WORK

Systematic determination of expected and actual rates of student progress through learning resources.

Adjustment of resource allocation to facilitate optimum convenience for students with optimum effectiveness.

Retrival of student progress information in planning future resource allocation.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Broad knowledge of systems analysis and scientific management.

Ability to retrive and analyze student progress and resource utilization data.

Knowledge of general student characteristics and motivation.

Skill in manipulating complex variables to achieve optimum utilization and convenience for students as well.

DESIRABLE TRAINING AND EXPERIENCE

Earned doctorate in student personnel services with specialization in working with college students; broad knowledge of scheduling and organizational techniques using computer-based retrival and management techniques. One or more years of experience in student personnel services.

ASSISTANT DIRECTOR OF STUDENT SELECTION

1.2.3

NATURE OF WORK

Student selection involves information dissemination of the GEM program to prospective teachers, evaluation of student applications, scheduling of testing and interviews for the program, evaluation of the total unit of information received on any particular candidate, and notification to the prospective candidate of the decision of the Selections Committee regarding his admission to Teacher Education. A major consideration is selection of a pool of candidates who may be predicted to succeed in the program from a wide field of candidates.

ILLUSTRATIVE EXAMPLES OF WORK

Recruitment site visits in Georgia to institutions of secondary education, two year colleges and four year colleges which normally supply students to study in Teacher Education.

Administration of psychometric tests (Ex: Minnesota Teacher Attitude Scale) to blocks of prospective candidates. Also evaluation and interpretation of these to the student.

Acting as chairman for Student Selections Committee which interviews students prior to admission. Notification of decision to student.

Perform related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge and of college student personnel services especially on the larger university campus; the ability to relate to undergraduates in a flexible and believeable manner.

Skill in the selection of psychometric instruments, their administration, and interpretation to individuals and groups.

Skill in more advanced forms of statistics as related to scoring and scaling of test results. Ability to transform individual scores to group profiles.

Ability to communicate well with student personnel officials within the University to coordinate a simplified admissions procedure.

Extensive knowledge of characteristics of the college student and culture within the boundaries of the University the larger community. Knowledge of current trends in student unrest, academic freedom, and interpersonal relations with students.

DESIRABLE TRAINING AND EXPERIENCE

Earned doctorate in Counseling and Student Personnel Administration with emphasis on higher education, training in tests and measurements for individuals and groups as well as advanced statistical training and in individual and group dynamics with emphasis on the interview procedure. Experience with college students in nonacademic areas such as Student Affairs, Programming and Planning, and Counseling.

ASSOCIATE DIRECTOR FOR INSTRUCTION AND EVALUATION

1.2.2

NATURE OF WORK

This is advanced administrative and supervisory work in the management of the instructional and systems evaluation components of the program. The work involves responsibility for the total instructional program including curriculum structure, selection of faculty and staff, developing, testing, operation, and revision of proficiency modules. This individual is responsible for recommending the acquisition of staff and faculty to administrate, develop, and teach in the proficiency modules, and to orient administrative and teaching faculty and staff to the GEM program.

ILLUSTRATIVE EXAMPLES OF WORK

Coordinates the activities of staff and faculty in the development, testing, operation and revisions of proficiency modules.

Coordinates the activities of staff and faculty to plan and implement the curricular structure of the program including the over-all career sequencing of students.

Supervises the activities of the Assistant Director for Learning and the Assistant Director for Evaluation.

Coordinates the student advisement and student achievement components with the Associate Director for Student Academic Services.

Develops a system of reports for evaluation of proficiency modules and the effectiveness of faculty.

Arranges for the systematic review of teacher performance specifications and for staff orientation.

Prepares or supervises the preparation of regular and special reports required by the Director of GEM Project Operations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of at least one academic area including elementary education.

Knowledge of principles of higher education in liberal arts and professional education.

Ability to identify problems in area of teacher education and organize staff and faculty to solve problems.

Ability to organize staff and faculty to implement educational programs in higher education.

Ability to identify and recruit staff and faculty possessing particular skills for working in the model program.

DESIRABLE TRAINING AND EXPERIENCE

Terminal degree in area of elementary education, higher education, or school administration with some emphasis in elementary education; experience in higher education and familiarization with problems of higher education; experience as an administrator with training and experience in supervision.

ASSOCIATE DIRECTOR FOR STUDENT ACADEMIC SERVICES

1.2.2

NATURE OF WORK

This work is primarily coordination and supervision of all aspects of the GEM project dealing directly with students. The overall management of student services, selection, scheduling, evaluation, and counseling is included in this responsibility. The revision of all student-related procedures, as indicated by feedback from the evaluation subsystem, is a primary task of this position.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes, reviews, and supervises the work of the three assistant directors (student evaluation, scheduling and selection) and their staffs.

Cooperates with the Associate Director for Instruction and Evaluation in the coordination of student services and program development and evaluation. Revises selection criteria in the light of data on student performance. Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of student personnel services on the college level, including student counseling, and clinical services.

Basic knowledge of data processing systems and technology as it is used in scheduling, storing and analyzing student performance data, and other student personnel services.

Ability to develop positive interpersonal relationships with students and GEM staff members.

Ability to coordinate the components of student academic services, selection, scheduling, progress reporting, remediation through clinic, and related counseling of individuals.

Skill in planning and organizing the work of subordinate personnel.

DESIRABLE TRAINING AND EXPERIENCE

Earned doctorate in personnel services with specialization in working with college students; two or more years in college level personnel services.

Direct experience (one or more years) in counseling and/or advising college students.

Training in data processing to a level of general understanding of appropriate applications and limitations.

Two or more years experience with major responsibility for administration, coordination, and/or supervision of a project (and staff) of comparable size and complexity.

CHAIRMAN, DIVISION OF ELEMENTARY EDUCATION

1.2.1

NATURE OF WORK

This is an advanced professional and supervisory position in the administration of the total program (graduate and undergraduate) for the training of elementary school teachers. It involves responsibility for selecting staff, making curriculum decisions, and providing instructional leadership. Major changes in policies and procedures are subjected to the approval of the chairman. Program review and evaluation is an additional responsibility that is carried out by reviewing; evaluation reports; conferences with staff members; and general observation.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes, and supervises the work of a group of professors engaged in all aspects of the instructional program for elementary teachers.

Develops strategies for involving the professional staff in planning, developing, and implementing the instructional program.

Supervises the preparation of budgets.

Analyzes and reviews organizational procedures and problems and recommends improvements.

Develops evaluation procedures for the total program.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Ability to communicate and work with a wide range of personnel.

Ability to develop a formal and informal organization for program management.

Knowledge of human relations skills and their application to group situations.

Knowledge of principles of curriculum planning and instructional procedures.

Ability to interpret evaluation findings into program improvement.

Ability to supervise subordinate professional and clerical employees.

Ability to establish and maintain effective working relationships with subordinates, public school officials, state department of education personnel, cooperating college officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Doctorate in education with special emphasis in elementary education and teacher education. Public school and college teaching experience.

COORDINATOR FOR MODULES -- ARTS AND SCIENCES

1.2.3

NATURE OF WORK

This is supervisory work directly associated with the development, testing, operation, and revision of Arts and Sciences undergraduate and graduate proficiency modules. Involves supervision of those Arts and Science professors teaching modules other than professional education. Includes coordination with the Assistant Director for Learning to insure the availability of learning materials and professors to conduct the individual and group work within the academic discipline and modules. This person is responsible for the support of the general education and Area of Competency modules.

ILLUSTRATIVE EXAMPLES OF WORK

Coordinates instructional tasks within the Arts and Sciences modules.

Coordinates the PM development, and revision tasks within the Arts and Sciences modules.

Advises the Assistant Director for Learning upon needed teaching materials.

Advises the Assistant Director for Learning upon the selection of Arts and Sciences professors to develop and teach proficiency modules.

Prepares regular and special reports required by the Assistant Director for Learning.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of principles of higher education as they apply to Liberal education.

Knowledge of at least one academic area and interest in the professional preparation of elementary teachers.

Ability to supervise faculty to implement educational programs.

Ability to facilitate efforts of faculty on solutions to problems of an educational nature.

DESIRABLE TRAINING AND EXPERIENCE

Terminal degree in an academic discipline; some acquaintance with elementary education; experience in higher education in the field in which the terminal degree was earned.

COORDINATOR FOR MODULES -- EDUCATION

1.2.3

NATURE OF WORK

This is supervisory work directly associated with the development, testing, operation, and revision of professional education undergraduate and graduate proficiency modules. Involves supervision of those education professors teaching in professional education modules. Includes coordination with the Assistant Director for Learning to insure the availability of learning materials and professors to conduct the individual and group work within the professional education modules. This person is responsible for the support of the professional education modules.

ILLUSTRATIVE EXAMPLES OF WORK

Coordinates instructional tasks within the professional education modules.

Coordinates the proficiency module development and revision tasks within the professional education modules.

Advises the Assistant Director for Learning upon needed teaching materials.

Advises the Assistant Director for Learning upon the selection of education professors to develop and teach proficiency modules.

Prepares regular and special reports required by the Assistant Director for Modules.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of principles of higher education as they apply to elementary teacher preparation programs.

Knowledge of a professional education area such as elementary education or curriculum with an emphasis in elementary education.

Ability to supervise faculty to implement educational programs.

Ability to facilitate efforts of faculty on solutions to problems of an educational nature.

DESIRABLE TRAINING AND EXPERIENCE

Terminal degree in elementary education or higher

education or school administration with some preparation in elementary education; some acquaintance with an academic discipline; experience in higher education preferably in the area of preparation of elementary teachers.

DIRECTOR OF PROJECT OPERATIONS

1.2.1

NATURE OF WORK

This position requires professional, supervisory and management skills as applied in a project involving upwards of 50 or more persons including both key and supportive personnel.

It carries with it the responsibility for the management of all activities and events in a complex network of research and development operations. It requires the supervision of the activities of top level key personnel and the exercise of considerable judgment in the formulation of policies affecting the overall strategies for management of the project operations. However, major changes in policy and procedures which affect other units are subject to the approval of authorities charged with the responsibilities in such areas of university concern as: certification and degrees, budget expenditures, and utilization of general university facilities. The work accomplished under the direction of the person in this position is evaluated by teams of consultants who provide reports of their observations to both the contractor and the university officials involved.

SELECTIVE EXAMPLES OF WORK

Supervises and reviews the work of associate directors, each of whom is in charge of particular components of the research and development project.

Oversees the preparation of required reports to the contractor.

Maintains control of regular and special financial expenditures.

Provides for the dissemination of information regarding the project and its progress to appropriate groups through speeches, seminars, and other types of presentations.

Establishes mutual arrangements with outside agencies whose services are necessary in order to complete the work of the project.

Negotiates legal contracts with subcontractors needed to fulfill the objectives of the project.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive professional knowledge of curriculum construction and curriculum engineering.

Knowledge of research design, statistical analysis and computer usage.

Knowledge of modern office management and procedures.

Understanding of the concepts and terms associated with operations analysis, and such skills as the ability to read PERT charts, information flow charts, computer run offs, as well as the ability to construct and/or read and interpret detailed educational specifications.

Knowledge of legal procedures associated with contracting.

Knowledge of budgeting and cost effectiveness procedures in research and development operations.

DESIRABLE TRAINING AND EXPERIENCE

A doctor's degree in education with specialization in curriculum from a graduate college of a major university.

Experience in administrative responsibilities associated with research and development projects which are based on operations analysis procedures.

ELEMENTARY EDUCATION SPECIALIST

1.2.2

NATURE OF WORK

This is advanced, scholarly teaching materials and development of learning procedures in undergraduate and graduate elementary teacher preparation programs. Responsible for teaching groups of graduates and undergraduates professional education methodology or special subject methodology, i.e., social science, natural science, mathematics, or language arts, etc. May involve some supervision of students in professional laboratory experiences and students in senior level internships. Includes academic advising of graduates and undergraduates.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares proficiency modules and specifies requirements for teaching-learning materials for students in model program.

Teaches large and small groups, and individual students in his area of particular competency.

Develops evaluation instruments in this area of competency for professional education modules, applies and interprets these devices in the evaluation of student performance.

Supervises paraprofessionals and interns in their laboratory experiences.

Advises academic area proficiency module developers on elementary education requirements in their disciplines.

May coordinate the work of other professional education professors in their work with students.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of elementary education or knowledge of elementary education and knowledge of an academic area with emphasis on methodology of teaching that academic discipline.

Ability to communicate effectively with young adults and with teachers and administrators of portal schools.

Ability to translate the knowledge of the elementary education area into teaching-learning materials for graduate and undergraduate students.

DESIRABLE TRAINING AND EXPERIENCE

Terminal degree in elementary education, curriculum with an emphasis on elementary education, or equivalent degree with strong emphasis on elementary education; limited experience teaching elementary children; some experience teaching college age students.

EVALUATION TECHNICAL ASSISTANT

1.2.3

NATURE OF WORK

PM development teams require technical assistance in tests and measurements, techniques for assessing cognitive, affective and performance areas, and balancing pretest and posttest emphasis. Work will be to provide specialty assistance to these teams.

ILLUSTRATIVE EXAMPLES OF WORK

Technical assistant establishes percentages of emphasis between cognitive and affective and among taxonomic levels for pretest and posttest.

Reviews test items and revises where required.

Designs data reporting and compiling procedures.

Conducts periodic reliability and validity checks on evaluation procedures.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Competency in tests and measurements.

Ability to work cooperatively with other personnel without special knowledge in his field.

Skill in writing and/or revising test items.

Ability to determine the reliability and validity of evaluation procedures.

DESIRABLE TRAINING AND EXPERIENCE

Graduate work beyond the masters in tests and measurements and experiences in test construction and analysis.

LABORATORY CLINICAL INSTRUCTOR (PUBLIC SCHOOL)

1.2.4

NATURE OF WORK

This is professional and supervisory work in the guidance of elementary education students functioning as teaching interns assigned to a classroom in a public school facility. The work involves responsibility for supervising the work of teaching interns within established policies, procedures and performance specifications; recommending changes in such to the principal of the school and the college representative. A teacher working in this capacity utilizes the varying performance specifications of elementary education students to help plan and organize their classroom work towards the attainment of specific behavioral objectives. Work is reviewed by the school principal and is coordinated with the college clinical professor through conferences and general observation of the effectiveness with which the assigned work is carried out.

ILLUSTRATIVE EXAMPLES OF WORK

Helps to plan, and directs specific work experiences of teaching interns within the framework of written specifications.

Analyzes and evaluates work of teaching interns.

Confers with teaching interns to help them plan and evaluate their work.

Confers with college clinical professor to plan and discuss teaching interns' work experience and progress.

Helps teaching interns utilize video and audio recorders to analyze their teaching and to plan teaching strategies.

Helps teaching interns to understand the relationship between teacher belief and teacher behavior.

Makes written reports of teaching interns' progress.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Is recognized by the school principal and the proper college official as one who consistently demonstrates high quality teaching performance.

Accepts willingly the opportunity to serve as a clinical instructor.

Knowledge of the elementary teacher education program.

Is a student of teaching and learning. Is able to analyze, examine and conceptualize the teaching act in light of an appropriate theory of learning.

Is able to utilize recent developments and trends in order to demonstrate good teaching.

Utilizes leadership skills in working with people.

Considerable knowledge of the utilization of behavioral objectives in education.

Innovative and willing to test ideas.

Skillful in analyzing teaching behavior through the use of audio and visual recording equipment.

NECESSARY TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in elementary education.

Full professional elementary teaching certification.

Three year's successful teaching experience at the elementary school level with at least the most recent year being in the present teaching position.

Participation in special training and orientation sessions for working with paraprofessionals and teaching interns.

LABORATORY CLINICAL PROFESSOR (COLLEGE)

1.2.3

NATURE OF WORK

This is professional and supervisory work in the guidance of elementary education students functioning as paraprofessionals or teaching interns assigned to a classroom in a public school facility.

The work involves responsibility for supervising the work of student paraprofessionals and teaching interns within established policies, procedures and performance specifications; recommending changes in such to the appropriate college official. A teacher working in this capacity individualizes standard performance specifications to help plan and organize the classroom work of individual students towards the attainment of specific behavioral objectives. Work is reviewed by the Director of Elementary Education through conferences and general observation of the effectiveness with which the assigned work is carried out.

ILLUSTRATIVE EXAMPLES OF WORK

Helps to plan specific work experiences of student paraprofessionals and teaching interns through the utilization of written specifications.

Modifies specifications to meet the needs of the individual.

Analyzes and evaluates work of student paraprofessionals and teaching interns.

Confers with student paraprofessionals and teaching interns to help them plan and evaluate their work.

Confers with sponsoring teachers and clinical instructors to plan and discuss student paraprofessionals' work experience and progress.

Helps teaching interns to understand the relationship between teacher belief and teacher behavior.

Conducts seminars for groups of student paraprofessionals, teaching interns, sponsoring teachers and clinical instructors.

Makes written reports of student paraprofessionals' and teaching interns' progress.

Assigns grades and recommends additional experiences and education for student paraprofessionals and teaching interns.

NECESSARY KNOWLEDGE ABILITIES AND SKILLS

Extensive knowledge of the roles of others in the teacher education program.

Knowledge of the programs, personnel and problems of portal schools in the centers where he supervises.

Is a student of teaching and learning. Is able to analyze, examine and conceptualize the teaching act in light of an appropriate theory of learning.

Considerable knowledge of the utilization of performance specifications and behavioral objectives in education.

Ability to utilize recent developments and trends in order to demonstrate good teaching at the classroom level where he is working.

Accepts willingly the opportunity to serve as a clinical professor.

Knowledge of the structure and inquiry procedure of the subject matter at the level he supervises.

Utilizes leadership skills in working with people.

Extensive knowledge and understanding of the roles and utilization of student paraprofessionals and teaching interns and extensive knowledge of many "student teaching" programs and practices.

NECESSARY TRAINING AND EXPERIENCE

Three years of successful teaching experience at the elementary level.

Has completed an advanced graduate program related to the supervision of student paraprofessionals and teaching interns and attained a doctors degree.

Participation in special training and orientation sessions for working with student paraprofessionals and teaching interns.

LABORATORY SPONSORING TEACHER (PUBLIC SCHOOL)

1.2.4

NATURE OF WORK

This is professional and supervisory work in the guidance of activities of elementary education students functioning as paraprofessionals assigned to a classroom in a public school facility.

The work involves responsibility for utilizing the services and supervising the work of paraprofessionals within established policies, procedures and performance specifications; recommending changes in such to the principal of the school and the college representative. A teacher working in this capacity utilizes the varying performance specifications of elementary education students to help plan and organize their classroom work towards the attainment of specific behavioral objectives. Work is reviewed by the school principal and is coordinated with a college clinical professor through conferences and general observation of the effectiveness with which the assigned work is carried out.

ILLUSTRATIVE EXAMPLES OF WORK

Helps to plan and directs specific work experiences of paraprofessionals within the framework of written specifications.

Analyzes and evaluates work of paraprofessionals.

Confers with paraprofessionals to ascertain perceptions, attitudes and understandings as basis for planning work experiences.

Confers with college representative to plan and discuss paraprofessional work experiences and progress.

Makes written reports of paraprofessionals' progress.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Accepts willingly the opportunity to serve as a sponsoring teacher.

Knowledge of normal elementary classroom procedures.

Considerable knowledge of proper utilization of paraprofessionals.

Knowledge of the elementary education program.

Knowledge of the utilization of behavioral objectives in education.

Utilizes leadership skills in working with people.

NECESSARY TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in elementary education.

Full professional elementary teaching certification.

One year's successful teaching experience at the elementary school level.

Participation in special training and orientation sessions for working with paraprofessionals.

LEARNING THEORIST

1.2.2

NATURE OF WORK

This is work involving translating knowledge of learning theories for graduate and undergraduate level students into appropriate teaching strategies and advising on creation of learning materials for module developers in general and professional education proficiency modules.

ILLUSTRATIVE EXAMPLES OF WORK

Advises developers on appropriate types of materials and appropriate teaching strategies for inclusion in proficiency modules.

Assists module developers in the evaluation and revision of materials and strategies after testing modules with groups of graduate and undergraduate students.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of learning theory.

Knowledge of learning styles of adults and young adults.

Ability to communicate this knowledge to professors developing modules.

DESIRABLE TRAINING AND EXPERIENCE

Terminal degree in educational psychology or equivalent academic area with some experience teaching college students; some experience in public school teaching.

LIBRARIAN

1.3.2

NATURE OF WORK

This is a professional position in a university library or related activity.

Work involves a variety of assignments in the areas book and other media selection, acquisition, cataloging and classification of materials, bibliographic and readers' advisory services, reference and literature searching services, library management and systems planning, the development and strengthening of library service, and the development of information retrieval systems. General supervision is received from the division head or library director. Supervision may be exercised over bookkeeping, secretarial, clerical, technical and custodial employees.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, establishes and administers the assigned library management functions of a major department or activity of the University Library or associated project such as the College of Education Curriculum Library.

Supervises, coordinates and participates in the recruitment of staff.

Assists readers in effective use of library facilities, prepares reading lists; supervises the cataloging of books and other library materials; supervises library routines at circulation desk or in catalog or reference departments.

Performs reader advisory or reference of a directory or fact-finding nature.

Supervises the collection and preparation of circulation statistics; preparation of cards and records for serial acquisitions; acquisition of all types of media and the preparation for use by library users; and other functions of library assistants.

Maintains liason with faculty and administrative staff of the university in meeting their requests for library assistance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles, methods, and materials of library science in relation to cataloging classification, bibliography, circulation, reference and management.

Reading knowledge of one or more foreign languages and extensive knowledge of one or more subject areas such as chemistry, physics, history, education, etc.

Ability to perform a variety of library work with speed and accuracy.

Ability to establish and maintain effective working relationships with library patrons, faculty members, and subordinate employees.

Skill in the use of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in a cognitive area and a modern foreign language supplemented by a graduate work in library science with the attainment of the Master's degree. This academic work should be supplemented with a minimum of at least two years of practical experience in a college or university library.

MEDIA SPECIALISTS

1.3.1

NATURE OF WORK

This is a professional position in a university library or educational media laboratory.

Work involves a variety of assignments in the areas of media preparation and use; the development of effective techniques in presenting educational materials to students, faculty and the lay public; management of production personnel in all areas of media production; acts as a consultant on the best approach to the presentation of a subject; and the teaching of these techniques to undergraduate and graduate students. General supervision is received from the department head. Supervision may be exercised over bookkeeping, secretarial, clerical and technical employees.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, establishes and administers the management functions of an educational media laboratory or library of a university of college of education.

Supervises, coordinates and participates in the recruitment of staff.

Assists educational media users in effective selection of materials, advises staff members preparing educational materials on the most effective use of educational media, supervises technical employees in the preparation of such materials as slides, films, film loops, tape recordings, computer assisted instruction materials, programmed learning text, etc.

Coordinates the instruction activities of undergraduate and graduate students enrolled in media education courses.

Maintains liaison with faculty and administrative staff of the university in meeting their requests for educational media assistance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Extensive knowledge of the principles, methods, and materials of educational media in relation to teaching, technical preparation of media, most effective utilization of various types of media, and management of personnel in media preparation work.

Broad knowledge of a number of cognitive areas such as science, history, education, psychology, etc.

Ability to perform a variety of tasks associated with the preparation of educational media.

Ability to establish and maintain effective working relationships with students, faculty members, and subordinate employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in a cognitive area and work in education, supplemented by graduate work in educational media equivalent to the level of the Educational Specialists. This academic work should be supplemented with a minimum of two years in the preparation of educational media and also in the instruction of the subject.

SUBJECT MATTER SPECIALIST

1.2.3

NATURE OF WORK

This is advanced scholarly development work of teaching materials and learning procedures as well as the teaching of undergraduate and graduate students in the model teacher preparation program. Responsible for teaching academic content in small groups or seminar situations. May include academic advising.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares proficiency modules and specifies requirements for teaching-learning materials for students in the professors academic discipline.

Teaches large and small groups, and individual students in his area of particular competency.

Develops evaluation instruments in his area of competence for general education and area of competency modules, applies and interprets these devices in the evaluation of student performance.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of his academic discipline; interest in elementary education or the preparation of elementary teachers; experience in higher education in the field in which the terminal degree was earned.

Part Two, Section B

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ACCOUNTANT

1.1.3(10131)

NATURE OF WORK

This is professional accounting work following prescribed procedures and techniques in the performance of varied duties in fiscal control and reporting.

Work involves responsibility for the maintenance of various accounting records and may involve supervising or participating in the work of a unit engaged in bookkeeping and financial report preparation. Employees in this class may also assist higher level accountants with more complex accounting functions and problems. Supervision may be exercised over clerical personnel engaged in routine bookkeeping and clerical operation. Work is performed with some independence under the general direction of a supervisor. Work is verified by accounting checks and controls and reviewed for adherence to established procedures and standards.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares a variety of financial statements used to illustrate financial disbursements and balances.

Posts and maintains records of receipts and disbursements and prepares journal entries for numerous miscellaneous journals; preaudits and postaudits departmental accounts.

Analyzes specific University accounts, in order to determine what action should be taken to correct or adjust improper charges or credits; analyzes fiscal aspects of unit operation, and recommends improvements.

Supervises and participates in the work of a clerical unit engaged in various accounting activities, such as preparing monthly statements and income and expense statements.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of accounting principles and practices.

Some knowledge of modern office practices, procedures, methods and equipment.

Ability to examine and verify financial documents and reports.

Ability to perform some original work in the development of accounting procedures and forms.

Ability to provide supervision to a clerical staff.

Ability to establish and maintain effective working relationships with officials, faculty, students and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in accounting or business administration; and some experience in professional accounting; or any equivalent combination of training and experience.

ACCOUNTING CLERK

1.4.2(0110)

NATURE OF WORK

This is sub-professional accounting work in the maintenance of accounting and fiscal records.

Work involves performing duties which require a working acquaintance with accounting principles and practices. Employees of this class work within clearly established accounting systems and procedures. Work usually involves the responsibility for the maintenance of a complete set of minor accounts, or of a major segment of a larger system. Supervision may be exercised over clerical assistants. Work is reviewed by a technical superior for over all standards of performance and is subject to periodic audit.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in the work of clerical assistants engaged in recording accounts receivable and accounts payable for the University.

Maintains and balances ledgers and reconciles bank accounts; prepares special and regular reports; takes trial balances.

Checks and codes invoices; prepares vouchers for payment and maintains a voucher register; compiles figures for use in preparation of budgets.

Posts individual accounts or general ledgers; prepares bank deposits, writes receipts for payment, and sends final letters to paid up note makers.

Checks, calculates, and prepares payrolls; prepares recapitulation of withheld items.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of bookkeeping principles and procedures.

Considerable knowledge of modern office practices, procedures, and equipment.

Considerable knowledge of the University's accounting systems and procedures.

Some knowledge of standard clerical techniques.

Ability to apply bookkeeping principles to the maintenance of routine fiscal and accounting records.

Ability to make complex and varied arithmetic computations and tabulations rapidly and accurately.

Ability to plan and supervise the work of a group of clerical assistants in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with other employees, superiors, and the general public.

Skill in the operation of a typewriter, adding machines, calculators, and related office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, including courses in bookkeeping, typing, and general commercial subjects; and considerable bookkeeping and related clerical work; or any equivalent combination of training and experience.

ADMINISTRATIVE SECRETARY

1.4.1(0050)

NATURE OF WORK

This is responsible secretarial and office work involving the performance of delegated administrative duties or supervisory and coordinative secretarial work of comparable responsibility.

Work involves performance of varied and difficult secretarial, administrative assistant, and public relations duties, including the rapid and accurate taking and transcribing of technical, complex, and confidential dictation. Employees in this class independently perform responsible secretarial, clerical, and some technical work that involves supervision over a group of subordinates in general office duties, such as bookkeeping and personnel. Primary emphasis, however, is on relieving a top level administrative official of operational details by performing responsible secretarial and administrative clerical work. Normal administrative routines are performed with independence, unless, in the judgment of the employee, they require clearance with the administrative superior. Directives are received on broad policy changes, but the employee is responsible for keeping informed in lesser changes. New assignments are usually statements of desired objectives, and work procedures are normally developed independently. Work is evaluated in terms of over-all effectiveness in the execution of assigned functions.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises the work of a clerical staff performing stenographic duties, keeping varied administrative, fiscal, and academic records, and preparing complex, technical, and confidential reports.

Advises departmental office employees on operational procedures, methods and policy matters; confers with and advises superiors concerning clerical performance standards and other operating problems; provides for equal distribution of clerical workload.

Meets individuals and the general public, providing information pertaining to organizational procedures and policies; interprets laws, rules, policies and regulations; makes appointments; transmits policy and administrative decisions; processes confidential matters and either resolves or refers questions to appropriate personnel in the absence of the superior.

Reads incoming mail, composes answers to letters and routes mail to the proper officials when it does not require the superior's attention; takes, transcribes, types, checks, and proofreads complex, technical, and confidential matter; answers the telephone and makes appointments for a superior.

Codes, classifies, files, and directs the filing of all materials in a large, complex, and confidential filing system; develops office forms and procedures, maintains varied administrative, fiscal, and academic records.

Approves and signs requisitions, vouchers, forms, and other documents for a superior.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of business English, spelling, punctuation, and arithmetic; and possession of an excellent vocabulary, including technical terms peculiar to several pertinent fields.

Considerable knowledge of the laws, rules, regulations, and policies of the University.

Ability to take, transcribe, and type complex, technical, and confidential dictation accurately and rapidly, and to compose effective and accurate correspondence.

Ability to maintain complex administrative, fiscal, and academic records; to prepare statistical, scientific, and fiscal reports; and to provide information from such records.

Ability to orient and train other clerical workers, and to explain organizational policies, rules, regulations, and procedures.

Ability to establish and maintain effective working relationships with others and make contacts with officials, subordinates, students, and general public, and to effectively and discreetly convey information.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, supplemented by completion of two years of college with a major in business administration or secretarial science; and considerable experience in responsible secretarial and office work; or any equivalent combination of training and experience.

ADMINISTRATIVE SPECIALIST

1.1.3(10072)

NATURE OF WORK

This is professional managerial work in university administration.

Work involves a variety of assignments in the areas of administrative analysis, departmental personnel administration, departmental and grant budget analysis and administration, project supervision, report preparation and publication, technical coordination with other units, and management of offices with administrative and clerical units. General supervision is received from top administrator or program director. Supervision is exercised over bookkeeping, secretarial, clerical, technical and custodial employees.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, establishes, and administers the assigned business management functions of a major department or activity of the University.

Supervises and participates in the preparation and administration of operating and special budgets for a service or major administrative office; maintains comprehensive records of finances and accounts; maintains accounting records of diverse and complex grants and contracts.

Initiates personnel actions for classified personnel; selects, promotes, and discharges classified personnel; calculates and prepares payrolls, and processes staff benefits.

Supervises and manages a major office; distributes work and assures that publications and reports are prepared properly and on schedule.

Draws up contracts; handles details of preparing negotiating agreements.

Processes student records; clears students for undergraduate degrees; prepares recommendations.

Drafts and edits technical and project correspondence and reports; serves as host or hostess to visiting officials and dignitaries.

Prepares specifications and orders furnishings for student housing; supervises through subordinate supervisors, the cleaning and routine maintenance of student residence halls.

Serves as head of a small department or assistant head of a large department or administrative or project unit.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of management principles, concepts and techniques.

Considerable knowledge of public, business, and education administration principles and practices.

Considerable knowledge of the principles and practices of office management and the operation of standard office appliances.

Considerable knowledge of budgeting, personnel, and purchasing procedures.

Some knowledge of research methods and techniques and methods of report preparation.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in public or business administration, English, sociology, education or a related field; and experience in office or educational project management; or any equivalent combination of training and experience.

2

ASSISTANT CONFERENCE COORDINATOR

1.1.3(0085)

NATURE OF WORK

This is responsible public relations and clerical work assisting conference coordinators in the organization and conduct of adult education programs.

Work involves performance of clerical and public relations details required in planning, promoting, and successfully conducting adult educational conferences, and preparing reports of fees and attendance. The work also includes clerical and promotional duties relating to the preparation and distribution of information about conferences through mail and press media. Work requires considerable public contact by mail and in person with conference participants and University officials and employees. General supervision is received from an administrative superior and work is reviewed through reviews of reports and observation of results of work.

ILLUSTRATIVE EXAMPLES OF WORK

Assists in planning and coordinating conferences; answers correspondence regarding conferences; distributes conference information and instructional materials to conference participants.

Makes arrangements for housing and meals for conference participants; assists in making seating arrangements for conferences.

Registers conference participants; receives and prepares reports of conference registration fees.

Acts as information clerk and assists conference participants in regard to travel reservations, telephone messages, and other requests.

Conducts tours of the educational center; informs conference participants of the University's educational services.

Operates addressograph machines; types records, name badges, registration lists, certificates, correspondence, and reports.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of clerical and administrative practices required to plan and conduct educational conferences.

Some knowledge of the principles and practices of public relations.

Ability to assist in organizing and coordinating conferences and other group activities.

Ability to impart information and express ideas effectively, both orally and in writing.

Ability to successfully meet the public, to create a very favorable impression, and to establish and maintain effective working relationships with other employees.

Skill in the operation of a typewriter and other standard office machines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a recognized college or university, including course work in public relations, education or a related field; and some experience in clerical and public relations or educational work; or any equivalent combination of training and experience.

ASSISTANT PRINT SHOP MANAGER

1.3.5(17270)

NATURE OF WORK

This is administrative, supervisory, and technical work assisting in the planning and direction of a large scale printing operation.

Work involves overall responsibility for the processing of a wide variety of printed materials, including the training and supervision of a staff of administrative, technical, and clerical personnel. General supervision is received from the Printing Department Manager. Work is also reviewed by clients as to quality and conformity with specifications.

ILLUSTRATIVE EXAMPLES OF WORK

Assists in planning and directing all administrative and technical operations of the central printing service; and directly supervises all plant operations.

Checks all work in progress, and coordinates efforts of composition, lithography, printing, and binding operations; shifts priority of orders and operating schedules as work requirements demand.

Orders supplies for shop and office use.

Meets with customers; reviews job requirements, and writes up detailed work specifications for printed work.

Supervises and performs administrative tasks relating to print shop operations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the use and application of offset presses and related machines.

Thorough knowledge of the use and application of papers, inks, fluids and chemicals used in printing.

Considerable knowledge of office techniques and procedures.

Considerable knowledge of the operation, application, and use of all types of binding machines.

Considerable knowledge of art and copy preparation for photographic and offset production.

Ability to train and direct the work of a staff engaged in providing complete duplicating services.

Ability to design forms, pamphlets, reports, and similar materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school, supplemented by specialized courses in printing and business administration; and considerable experience in technical and administrative aspects of printing work, including supervisory experience; or any equivalent combination of training and experience.

ARTIST

1.3.6(7550)

NATURE OF WORK

This is artistic and technical work in the design, illustration, and preparation of drawn, printed, and photographed materials for publication, duplication, television broadcasting and other visual presentations.

Work involves the design, layout, organizing, and sketching of materials for display or reproduction. Employees work independently and exercise originality and creativity in design and art production. Work is reviewed for quality, printability, and satisfactory end results by departments and individuals who utilize the art services.

ILLUSTRATIVE EXAMPLES OF WORK

Creates, designs, and does finish work necessary for the preparation of arts and graphic pieces for display or reproduction, including television visuals, animations, covers, brochures, pamphlets, signs, slides, emblems, charts, graphs, maps, letterheads, certificates, and forms.

Originates ideas for art work and makes freehand sketches and designs.

Performs lettering, both freehand and with lettering guides; prepares television production cards and headlines.

Lays out posters, publications, bulletins, and pamphlets; selects and places body type, headings, photographs, and illustrations for printing layouts; hand letters; makes drawings on stencils and off-set masters for reproduction.

Operates projector for enlarging or reducing prints; operates headliner machine; confers with superiors and staff members who use the art service about creation, design, execution of art work, and review of completed product.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of art, as related to design, printing, drawing, reproduction, and visual displays.

Considerable knowledge of art materials, supplies, equipment, printing practices, and photographic equipment.

Considerable knowledge of the layout, reproduction, assembly, binding, and distribution of booklets, pamphlets, and other printed matter.

Ability to plan, create, and design attractive art work visuals.

Ability to produce finished art creations at a professional level of competence.

Skill in lettering, drawing, and preparing materials for display or reproduction.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in art; and some experience in commercial or graphic art work; or any equivalent combination of training and experience.

AUDITOR

1.1.3(10141)

NATURE OF WORK

This is entry level accounting work in the internal audit division of the University.

Work involves assisting auditors and the Director of Internal Audits in auditing the various University departments to check for accuracy of computations and accounting uniformity, and in review of policies and procedures. Work also involves reconciliation of bank statements and assisting in the preparation of working papers, financial statements and audit reports. Employees in this class receive detailed instructions on initial assignments but work with some independence in carrying out responsibilities once learned.

ILLUSTRATIVE EXAMPLES OF WORK

Assists an auditor in the investigation of various University accounts and in establishing uniform fiscal policies and procedures.

Reconciles University bank accounts.

Prepares or assists in preparing financial reports, working papers and audit reports.

Assists auditors in the conduct of periodic reviews of departmental operations and statements to assure that assets and liabilities are properly stated.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the theory and practice of governmental or commercial accounting.

Some knowledge of auditing principles and practices.

Ability to prepare financial statements and reports.

Ability to establish and maintain effective working relationships with staff and the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in business administration or accounting; or any equivalent combination of training and experience.

AUDITOR II

1.1.3(10142)

NATURE OF WORK

This is professional and supervisory accounting work in auditing various University accounting areas.

Work involves the application of advanced accounting skills in auditing and analyzing accounting systems and procedures. Based on review of University wide and departmental accounting systems, or Title I institutions Statewide, an employee in this class develops recommendations for improved accounting systems and controls. Work requires the preparation of various working papers, financial statements and audit reports. Work is performed under the general supervision of an administrative superior and is reviewed through analysis and evaluation of reports and recommendations.

ILLUSTRATIVE EXAMPLES OF WORK

Investigates and resolves various accounting problems and makes recommendations to correct and prevent the recurrence of these problems.

Manages specific audits of certain assigned subsidiary operations of the University.

As assigned, audits Statewide institutions which are Title I fund recipients.

Prepares various accounting statements and audit reports; trains other personnel in financial report preparation.

Assists in establishing accounting systems and procedures in various University departments or the Georgia Center.

Conducts cost studies and performs administrative studies.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of auditing principles and practices in university, governmental or commercial accounting systems.

Some knowledge of the accounting systems and financial structure of the University and related organizations.

Ability to conduct complex audits with a minimum of supervision.

Ability to prepare financial statements and audit reports.

Ability to establish and maintain effective working relationships with departmental personnel, administration officials and the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in accounting or business administration; and experience in governmental or commercial accounting with emphasis on internal auditing; or any equivalent combination of training and experience.

BUDGET ANALYST I

1.1.3(10136)

NATURE OF WORK

This is fiscal work assisting in the preparation and administration of the University budget.

Work involves responsibility for performing responsibile clerical details related to the development and administration of the University budget. Duties include assisting professional personnel in the review of budget requests, and the processing of continual amendments. Work is performed under supervision and is periodically reviewed for accuracy.

ILLUSTRATIVE EXAMPLES OF WORK

Assists budget analyst in the review of past, present, and proposed budget items, to assure accuracy of budgeted amounts.

Makes spot checks of tabulations to verify that budget columns are listed under proper departments and categories.

Reviews budget amendments to determine whether proper signatures and letters of justification are includes; consolidates amendments into correct format for presentation.

Prepares monthly progress reports for delivery to departments following approval of amendments.

Assists budget analysts by contacting departments in cases of questionable adjustments, reviewing restricted accounts changes, and changing allotments as necessary.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of accounting principles and practices.

Some knowledge of statistical analytical procedures.

Some knowledge of general University programs, administrative practices, and procedures.

Ability to think logically in analyzing and solving problems.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in public administration, business administration, or a related field; or any equivalent combination of training and experience.

BUDGET ANALYST II

1.1.3(10137)

NATURE OF WORK

This is professional work in the preparation and administration of the University budget.

Work involves responsibility for assisting in the development and administration of the University budget. Duties include supervising and training subordinate personnel in the review, tabulation, and submission of continuous budget amendments. Day-to-day operations are performed with considerable independence under the direction of the Assistant Director of Budgets.

ILLUSTRATIVE EXAMPLES OF WORK

Aids in preparing the coming year's budget by preparing statements by major classifications showing the previous year's actual expenditures, the current year's budget, and the proposed budget for the coming year.

Reviews the proposed budget with administrative superiors.

Contacts deans and department chairmen for information concerning their budgets.

Helps to prepare the budget request of the President for the various appropriations.

Sends the budget to departments as approved by the Board of Regents.

Reviews departmental expenditures as compared with budgeted amounts and takes appropriate action when departments exceed their budget.

Checks preliminary bedget performance reports and makes necessary adjustments.

Makes modifications, processes modifications, and adjusts the monthly departmental budget sheets.

Supervises and participates in the preparation of a monthly budget statement showing the original budget, the current month's changes, the prior month's changes and the adjusted annual budget.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of accounting principles and practices.

Considerable knowledge of statistical analytical procedures.

Some knowledge of data processing.

Some knowledge of general University programs, administrative practices, and procedures.

Ability to perform mathematical tasks rapidly and accurately.

Ability to prepare reports within specified formats.

Ability to use adding machines and calculators.

Ability to establish and maintain effective working relationships with vice-presidents, deans, department chairmen and co-workers.

Ability to think logically in analyzing and solving problems.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in public administration, business administration or a related field; and some experience in budget analysis; or any equivalent combination of training and experience.

CLERK I

1.4.3(0011)

NATURE OF WORK

This is clerical work of limited complexity and variety.

Work involves performing standardized duties which involve welldefined procedures and techniques. Employees of this class receive detailed instructions although regular, routine assignments may be performed independently and initiative and judgment may be utilized as experience is gained. Arithmetic or other checks for accuracy may be made upon the work of other employees. All work is subject to close scrutiny and is reviewed by a superior upon completion as to content and accuracy, except where work follows standard procedures.

ILLUSTRATIVE EXAMPLES OF WORK

Sorts and files material alphabetically, numerically, chronologically, and by other pre-determined categories; looks up information and materials in files, records information and notes final disposition.

Makes simple postings to various departmental, fiscal or other records according to standard procedures; prepares reports involving tabulations of posted data and makes simple arithmetical calculations.

Attends the public as a receptionist or sales person; provides routine information; operates and balances cash register; places merchandise on shelves and in counters; straightens up work area.

Answers telephone, receiving, answering or referring questions and recording routine matters; occasionally operates typewriter and other office equipment; operates mimeograph, microfilm, and other duplicating equipment.

Mends books, binds magazines; prepares books for shipment to bindery and other locations; checks book shipments when received.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of business English, spelling, and arithmetic.

Some knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Ability to learn assigned clerical tasks readily, and to adhere to prescribed departmental routines.

Ability to make simple arithmetic calculations and tabulations rapidly and accurately, and to write legibly.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to understand and follow simple oral and written instructions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school.

CLERK II

1.4.3(0012)

NATURE OF WORK

This is advanced clerical work requiring the exercise of judgment based upon knowledge gained through experience. Work involves responsibility for the clerical routine of an assigned unit, and employees are usually responsible directly to an administrator. Work routines may be developed or modified within over-all system requirements. The work is carried out with some independence, although the supervisor reviews work and signs most reports prior to submission to central offices.

ILLUSTRATIVE EXAMPLES OF WORK

Requisitions materials and supplies; receives stocks; issues and keeps inventory records on items stored; prepares materials for shipping; posts materials and costs to work orders; cleans and inspects films and projectors; takes physical inventories.

Issues monthly statements and prepares bills for payment.

Receives, checks, tabulates and reports employee time as turned in by supervisors; collects sick leave and doctor's reports from employees; keeps records of work performed; compiles data for and completes forms and reports as necessary and forwards after supervisor's review.

Maintains necessary unit files and statistics.

Receives and refers or answers complaints, requests, and other telephone and personal calls, resolving those which fall within established policies and procedures; relays messages to and from supervisors and other personnel.

Assists in student and conference registrations; receives fees and issues receipts.

Operates duplicators and other standard office equipment; may supervise students or other clerical personnel in the performance of routine office duties.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of modern office practices; procedures, equipment and standard clerical techniques.

Some knowledge of the University accounting, purchasing, reporting, and allied systems and procedures.

Some knowledge of the work methods and procedures of the office of assignment.

Ability to make arithmetic calculations and tabulations rapidly and accurately, and to write legibly.

Ability to make limited decisions recognizing established precedents, practices, and systems, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to understand and follow oral and written instructions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school; and some experience in clerical work or in work affording a familiarity with university systems and methods of work; or any equivalent combination of training and experience.

CLERK STENOGRAPHER

1.4.3(0030)

NATURE OF WORK

This is general clerical work of limited complexity and variety, including the taking and transcribing of oral dictation.

Work involves the performance of routine office work which follows well established procedures and methods. The taking and transcribing of oral dictation is essential to the performance of assigned duties. Dictation may be received from more than one supervisor. Detailed instructions and close supervision are received at the beginning of work and on new assignments, although regular routine assignments may be performed more independently and more initiative may be exercised as experience is gained. Work is subject to general supervision and is usually reviewed for both content and accuracy upon completion.

ILLUSTRATIVE EXAMPLES OF WORK

Takes and transcribes routine dictation consisting of general office correspondence, memoranda, reports, and other material.

Types reports, forms, tabulations, bulletins, and other documents from copy or rough draft; types stencils; proofreads typed copy.

Receives telephone calls and visitors; provides routine information; opens and distributes mail.

Operates office machines such as mimeograph, ditto, photocopy, and adding machine.

Maintains expenditure records and operates a filing system.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the operation and care of a typewriter.

Some knowledge of business English, spelling, punctuation, and arithmetic.

Some knowledge of modern office practices and procedures.

Ability to take and transcribe oral dictation.

Ability to make routine arithmetical computations and tabulations with speed and accuracy.

Ability to operate common office machines.

Skill in the operation of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, including courses in shorthand, typing; and some experience in taking and transcribing shorthand and general clerical work; or any equivalent combination of training and experience.

CLERK TYPIST I

1.4.3(0021)

NATURE OF WORK

This is clerical work of limited complexity and variety, including the skilled operation of a typewriter.

Work involves performance of routine office work which follows well established procedures and methods. Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine at the beginning of work and on new assignments, but regular routine assignments may be performed more independently and some initiative may be exercised as experience is gained. Typing assignments include administrative, technical, and financial reports, forms, letters, and records. Work is performed under close supervision and is usually reviewed for content and accuracy upon completion.

ILLUSTRATIVE EXAMPLES OF WORK

Types forms, letters, reports, checks, and other materials from rough draft, dictating machine, or detailed instructions.

Processes, sorts, checks for accuracy, and files applications, purchase orders, and other routine documents in accordance with established systems.

Makes postings to various clerical, fiscal, and other records according to standard procedures; makes tabulations of posted data and simple arithmetical calculations.

Attends a counter or reception desk, furnishing information and conducting general routine transactions; receives incoming telephone calls; supplies routine information.

Types stencils; operates copying machines, adding machines, and other standard office equipment.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of business English, spelling, punctuation, and arithmetic.

Some knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Ability to type rapidly and accurately from dictating machine, copy, and rough draft.

Ability to make arithmetic calculations and tabulations rapidly and accurately.

Ability to establish and maintain effective working relationships with other employees and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, including courses in business practices and typing.

CLERK TYPIST II

1.4.3(0022)

NATURE OF WORK

This is complex and difficult clerical work involving skilled operation of a typewriter.

Work involves the independent performance of complex clerical duties which involve some judgment based on knowledge gained through experience. Work problems involving departures from established rules and policies are reviewed with superiors for final decision, but normally employees develop their own procedures and carry work through to completion. Instructions are received from superiors on new assignments and on matters of policy. Supervision is usually exercised over a small clerical staff. Work is reviewed by observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises a small clerical staff and student assistants performing routine office duties; trains new employees.

Types letters, memoranda, reports, forms, citations, notices, news releases, bulletins, speeches, catalog cards, invoices, lesson plans, manuscripts, questionnaires, requisitions, proposals, and expense statements from rough drafts, dictating machine, verbal instructions, or established procedures; may compose letters independently; mails publications, invoices, and bulletins periodically.

Performs difficult typing tasks on stencils or offset masters; types theses, manuals, exams, and reports, requiring the use of chemical and mathematical symbols, foreign languages, and technical terminology; proofreads, duplicates, and collates typed materials.

Maintains fiscal records; assists in the routine administration of a departmental budget and payroll; maintains complex record and filing systems; maintains office library, inventories, and supplies; acts as receptionist; replies to inquiries from employees, visitors, and students by telephone or correspondence; supplies routine information on departmental policies and procedures; refers more difficult queries to an appropriate official.

Makes appointments and performs other secretarial duties except for taking and transcribing oral dictation;

makes clerical arrangements for meetings; opens and distributes mail.

Processes applications, forms, and registrations; mails statements; receives and deposits funds.

Operates duplicators, adding machines, dictating transcribers, and other standard office equipment.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of office practices and procedures, business English, spelling, and commercial arthimetic.

Considerable knowledge of modern office equipment and of filing systems and procedures.

Some knowledge of the regulations, procedures, and services of the department to which assigned.

Ability to keep moderately complex records, to assemble and organize data, and to prepare reports from such records.

Ability to make arithmetical computations with speed and accuracy.

Ability to deal with the public tactfully and courteously and to work harmoniously with other employees.

Ability to type rapidly and accurately from dictating machine, copy, and rough draft.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, including courses in business practices and typing; and some experience in typing and varied clerical work; or any equivalent combination of training and experience.

COMPUTER OPERATOR I

1.4.2(0361)

NATURE OF WORK

This is entrance level technical work in the operation of an electronic computer system.

Work involves learning the methods and techniques used in operating an electronic computer and all directly connected elements of the system. Duties include readying the equipment for operation, starting it, monitoring operations, and taking prompt corrective action in stop and error situations. Assignments are received in the form of programs and computer operating instructions. Work is performed under supervision of a higher level computer operator.

ILLUSTRATIVE EXAMPLES OF WORK

Receives computer operating instructions and input data.

Loads tape units or card feeds; sets controls; clears machine registers and memory; sees that elements are properly set for starting and starts computer.

Watches elements for evidence of incorrect operation; monitors control panel for occurence of error lights.

Determines whether machine malfunction or program failure caused the error or stoppage.

Applies previously determined corrective steps or standard operator techniques or returns to defined program recovery points in cases when stoppage can be corrected.

Reports more serious errors to a higher level computer operator.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Ability to learn computer operating methods and techniques.

Ability to read, interpret, and apply programs in the operation of an electronic computer and its auxiliary equipment.

Ability to understand and think in terms of machine logic.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school.

COMPUTER OPERATOR II

1.4.1(0362)

NATURE OF WORK

This is technical work in the operation of an electronic computer system.

Work involves responsibility for operating an electronic computer and all directly connected elements of the system. Duties include readying the equipment for operation, starting it, monitoring operations, and taking prompt corrective action in stop and error situations. Assignments are received in the form of programs and computer operating instructions. Work is performed with considerable independence, but advice and guidance is available from higher level operating personnel.

ILLUSTRATIVE EXAMPLES OF WORK

Receives computer operating instructions and input data; studies the program to become familiar with its content and structure and input and output requirements.

Loads tape units or card feeds; sets controls; clears machine registers and memory; sees that elements are properly set for starting and starts computer.

Watches elements for evidence of incorrect operation; monitors control panel for occurrence of error lights.

Determines whether machine malfunction or program failure caused the error or stoppage.

Applies previously programmed corrective steps or standard operator techniques or returns to programmed recovery points in cases where stoppage can be corrected.

Reports the more serious errors to a shift supervisor.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operation of an electronic computer and its auxiliary equipment.

Considerable knowledge of basic plug board wiring techniques and practices.

Ability to read, interpret, and apply programs in the operation of an electronic computer and its auxiliary equipment.

Ability to understand and think in terms of machine logic.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school; formal or on-the-job training in the operation of an electronic computer and its auxiliary equipment; or any equivalent combination of training and experience.

CONFERENCE COORDINATOR

1.1.3(10037)

NATURE OF WORK

This is responsible administrative and public relations work in the organization and conduct of adult education and professional programs.

Work involves performance of administrative and public relations details required in planning, promoting, and successfully conducting educational conferences. The work also includes duties relating to the preparation and distribution of information about conferences through mail and press media. Work requires considerable public contact by mail and in person with conference participants and University officials and employees. General supervision is received from an administrative superior and work is reviewed through reviews of reports and observation of results of work.

ILLUSTRATIVE EXAMPLES OF WORK

Meets with planning committees to determine conference details.

Arranges and coordinates conferences; initiates and answers correspondence regarding conferences; initiates and answers correspondence regarding conferences; distributes preliminary conference information and instructional materials to conference participants.

Makes arrangements for housing and meals for conference participants; makes all special arrangements for conferences.

Prepares conference programs and announcements, with assistance of artists and editors.

Assists conference participants in regard to travel reservations, telephone messages, entertainment, and other requests.

Conducts field trips and tours of the Center; informs conference participants of the University's educational services.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of adult education and professional conference purposes.

Considerable knowledge of administrative practices required to plan and conduct educational conferences.

Considerable knowledge of the principles and practices of public relations.

Ability in organizing and coordinating conferences and other group activities.

Ability to impart information and express ideas effectively, both orally and in writing.

Ability to successfully meet the public, to create a very favorable impression, and to establish and maintain effective working relationships with conference participants.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university, supplemented by graduate level course work in public relations, education or a related field; and experience in public relations or educational work; or any equivalent combination of training and experience.

COMPOSITION ROOM FOREMAN

1.3.5(17250)

NATURE OF WORK

This is skilled work in supervising the operation of a composition room and in operating and maintaining linotype operators engaged in hand composition and operation of linotypes, galley presses, and allied equipment in a print shop. General assignments are received by work orders or from a superior who is available for consultation, but are carried out with some technical independence. Review of work is by proofreading, conference, and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Assigns and supervises the work of a small number of technical subordinates engaged in composing pages for the printing of periodicals, brochures, books, and other job printing.

Operates a linotype machine for newspaper, book, and magazine work; sets type for job work of all kinds.

Instructs new employees in shop routines; supervises work in progress; assists in their maintenance.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operation of linotypes, presses, and allied printing equipment.

Considerable knowledge of the routines and procedures involved in printing.

Ability to assign and supervise the work of technical subordinates.

Ability to carry out skilled and specialized print setting operations and to assist in the solution of technical composition problems.

Ability to carry out routine maintenance and repairs on linotype equipment.

Skill in the operation of linotypes, galley presses, and allied equipment

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard vocational or high school; and considerable experience in manual and machine typesetting work; or any equivalent combination of training and experience.

COUNSELOR

1.2.8(13031)

NATURE OF WORK

This is general counseling work, assisting students with all types of problems or needs, from admissions to discipline to personal orientation and activities planning.

Work involves skilled counseling requiring knowledge of student needs.

The employee maintains an interview schedule based on student requests as well as referrals, and seeks to help students resolve adjustment, orientation, academic, and personal problems as well as guide them in self understanding so that they may orient and reorient their on-campus life and career goals. General supervision is received from an administrative or academic superior but the employee is expected to use initiative and imagination in developing approaches to the resolution of individual student problems. Supervision is exercised over house directors, student employees, and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK

Counsels students; conducts interviews designed to cover all aspects of problems including vocational, academic, and personal problems; recommends courses of action although emphasis is also placed on aiding the students to make their own decisions based on self understanding gained through the counseling process.

Evaluates transcripts and notes acceptable transfer credits; advises students regarding deficiencies; advises students and parents regarding admissions.

Assists fraternities and sororities in the planning of activities; assists residence hall groups in organizing academic and social functions; advises students as to fellowships and other graduate study opportunities.

Interviews students referred for disciplinary action regarding corrective measures; counsels students who are considering withdrawal; prepares recommendations as to whether students should be admitted or readmitted to the University.

Works with Student Government and Student Center Board, assisting in planning campus-wide social, recreational, and cultural events.

Carries out research and study on all aspects of modern society, in order to stay abreast of the latest counseling techniques and research findings, and in order to provide a current approach to resolving student problems.

Participates in staff conferences where problems and pressures affecting students in general and problems of individual students may be reviewed and solutions or approaches discussed.

Prepares correspondence and reports.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, methods, and practices of student counseling.

Considerable knowledge of the vocational, academic and personal problems which may affect college students.

Considerable knowledge of modern counseling and interviewing techniques as related to college age persons.

Considerable knowledge of the social and cultural pressures and environment of college students, both on and off campus, as well as awareness of current values and value changes.

Some knowledge of the curriculum of the various schools and departments of the University.

Ability to obtain the confidence of interviewees, and obtain all information required for evaluation and the making of recommendations.

Ability to inspire confidence and aid students in developing self understanding.

Ability to organize and lead discussion groups.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university, supplemented by graduate work in Counseling, Psychology, guidance or a related field; and experience as a counselor to college students; or any equivalent combination of training and experience.

DATA COLLECTION SUPERVISOR

1.4.2(0330)

NATURE OF WORK

This is specialized clerical work in controlling data processing source documents and completed machine reports.

Work involves receiving and recording data processing source documents; expediting such documents for keypunching; forwarding input data for unit record or computer processing; and ensuring the accuracy of machine reports and summaries through standard balancing and control procedures. The major responsibility involves ensuring the effective inflow of source documents in order to maintain established data processing production schedules and the maintenance of a magnetic tape library. Work requires the exercise of initiative and judgment in meeting emergency situations so that rigid schedules may be maintained. Employees may operate tabulating and computer equipment. Supervision may be exercised over a small number of clerical assistants. Difficult technical problems and policy matters are referred to a superior for solution. Work is reviewed for accuracy and the extent to which employee is successful in meeting production schedules.

ILLUSTRATIVE EXAMPLES OF WORK

Directs the receipt and recording of all source documents for keypunch, unit record, and computer processing.

Establishes and maintains an index card file for referencing magnetic tapes.

Compares punch cards to source documents to ensure correctness; makes or directs necessary corrections.

Inspects returned tapes and disks and notifies superior if worn or damaged.

Determines returned tapes and disks are acceptable and in good condition.

Determines that the unit record and computer sections receive the necessary punch cards and other input data and that summaries and reports are produced according to production schedules; performs standardized audit functions to ensure the correctness of machine reports and records.

Directs the delivery of reports to various departments and other destinations.

Operates unit record and computer equipment to produce special reports in specific situations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the source documents related to work assignments.

Some knowledge of the operation and capabilities of an electronic computer and related unit record equipment.

Considerable knowledge of common error factors inherent in source documents and keypunch operations.

Some knowledge of the applicable coding and translating practices necessary for programming instructions for electronic computers and allied equipment utilized by the University.

Ability to understand and execute oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school; and experience in unit record and electronic computer equipment operation; or any equivalent combination of training and experience.

DRAFTSMAN

1.3.6(7540)

NATURE OF WORK

This is skilled drafting work in the preparation of architectural and engineering drawings.

Work involves the application of engineering drafting skills and knowledges in the preparation of mechanical and architectural drawings. Employees work from sketches, outlines, photographs, and oral instructions, and are expected to work out details in completing drafting assignments. Although the emphasis of work is on drafting, employees may do art work, illustrations, charts, signs, and drawings on stencils. Employees work with some independence but technical guidance is available when needed. Work is carried out under general direction and is subject to review by supervisory personnel.

ILLUSTRATIVE EXAMPLES OF WORK

Makes detailed drawings for farm building alterations and additions; prepares specifications.

Prepares engineering drawings, which may involve limited design, for alterations and additions to University structures.

Prepares detailed maps of University property showing dimensions and specifications of buildings, water lines, sewers, drains, and related information.

Prepares detailed drawings for farm machinery from rough drafts.

Prepares finished sketches and detailed plans for oxidation ponds, irrigation ditches and lines, and sewage and drainage lines.

Prepares illustrations, charts and art work for publications and lectures.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the terminology, methods, practices, and techniques of drafting.

Some knowledge of mathematics are applied to drafting.

Some knowledge of basic engineering principles.

Ability to prepare complex schematic drawings from rough sketches and oral instructions.

Ability to do limited drafting design work.

Skill in the use and care of drafting equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, supplemented by advanced course work in drafting; and experience in engineering or architectural drafting; or any equivalent combination of training and experience.

DUPLICATING MACHINE OPERATOR

1.4.3(7220)

NATURE OF WORK

This is skilled work in the operation of small offset duplicating equipment and in related printing shop tasks.

Work involves the operation of an offset press primarily, but also includes the operation of power trimmers, staplers, joggers, power drills, binders and collating equipment. All work is under general supervision of a superior and is also reviewed by the departments and personnel utilizing the printing services.

ILLUSTRATIVE EXAMPLES OF WORK

Operates, cleans, and makes minor repairs to an offset press in producing a variety and considerable volume of duplicated materials including standard forms, form letters, pamphlets, reports and official stationery.

Prepares photographic negatives for offset press plate making by opaquing and stripping; burns and develops metal plates; and prepares paper plates for printing.

Operates and maintains power drill, perforating machine, and folder.

Operates power trimmer cutting paper to printing size and printed size to requested size.

Operates and maintains collator; occasionally collates by hand.

Binds forms, reports and similar items by use of liguid glue, stapling or plastic ring binding.

Requisitions paper stock and print shop supplies; and maintains inventory at appropriate levels.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operation and basic maintenance requirements of offset duplicating equipment.

Considerable knowledge of a variety of uses to which multilith offset press machinery can be put, and of the various types of plates and processes appropriate to it.

Some knowledge of the papers, inks, and other supplies used in duplicating, including the weights, types and uses of papers.

Ability to plan and schedule work.

Ability to follow detailed written and oral instructions.

Ability to keep simple records and to prepare reports.

Skill in the operation and care of duplicating and allied equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school; and some experience in the operation of small offset presses; or any equivalent combination of training and experience.

DUPLICATING SERVICES SUPERVISOR

1.4.1(7225)

NATURE OF WORK

This is supervisory work directing the activities and production of printed and graphic arts products of a centralized duplicating services unit.

Work involves responsibility for supervising subordinates engaged in art work, layout, and production of graphic arts products in a duplicating services unit. Work occasionally includes planning the production of printed matter by outside concerns. Supervision is exercised over a small staff of technical assistants and subordinates including duplicating machine operators, bindery, and clerical workers. Considerable independence is exercised in determining procedures and scheduling operations. Work is performed under general supervision of an administrator who makes periodic checks on work performed for quality of work and adherence to established policies.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, lays out, instructs, and supervises subordinates engaged in the production of a wide variety of printed and graphic arts products.

Supervises and participates as necessary in making special layouts of reports, platemaking, offset presswork, binding, and related duplicating operations.

Inspects work in progress and finished materials to see that quality and quantity standards are complied with.

Supervises the requisition of materials, inks, and equipment; schedules necessary repair and service of machines; makes periodic inventory of supplies taken; sees that records of cost, production, and time worked are maintained and appropriate reports submitted.

Advises various University and Center departments on costs of printing, and improving forms and other materials.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the operation of offset presses and related machines.

Considerable knowledge of the use and application of papers, inks, fluids, and chemicals used in printing.

Considerable knowledge for operating, applying, and using all types of binding machines.

Considerable knowledge of art and copy preparation for photographic and offset reproduction.

Ability to train and direct the work of a small staff engaged in providing complete duplicating services.

Ability to design forms, pamphlets, reports and similar materials.

Ability to operate and maintain all types of duplicating, bindery, and related shop equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a vocational or standard high school; and experience in the application, use and operation of offset presses, and related duplicating and binding equipment; or any equivalent combination of training and experience.

EDP CLERK I

1.4.3(0321)

NATURE OF WORK

This is clerical work of some complexity posting and coding data processing source documents and machine reports.

Work involves the performance of accurate repetitive detail work posting and coding source data onto machine reports for data processing records. Responsibilities may include typing, key punching, and simple operations of tabulating equipment. Duties also include the maintenance of records and ensuring the accuracy of data reports. Work is performed under direct supervision.

ILLUSTRATIVE EXAMPLES OF WORK

Maintains active records on students; up-dates, posts corrections, reviews machine reports and ensures the accuracy of records.

Answers routine questions pertaining to records from students, parents and fauculty; assists during registration by assessing fees and late registration problems.

Sorts IBM cards on tabulating equipment; gang punches cards on the reproducer; operates key punch, verifier, typewriter and other office equipment; performs simple calculations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of source documents related to work assignments.

Some knowledge of common error factors inherent in source documents and keypunch operations.

Ability to learn data processing equipment, operating methods and techniques.

Ability to understand and execute oral and written instructions.

Ability to maintain effective relations with other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school; some training in data processing operations or clerical functions.

EDP CLERK II

1.4.3(0322)

NATURE OF WORK

This is clerical work in controlling and routing of data processing source documents and completed machine reports.

An employee of this class may work independently on an irregular shift and is responsible for receiving and recording data processing source documents, expediting such documents for keypunching, forwarding input data for unit record or computer processing, and ensuring the accuracy of electronically produced reports and summaries through standard balancing and control procedures. Work is performed under general supervision of a Data Collection Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

Routes source documents for keypunch, unit record, and computer processing.

Reviews source documents to ensure correctness; makes necessary corrections; performs standardized audit functions to ensure the correctness of machine reports and records.

Issues data processing material and posts to charge out records.

Inspects returned magnetic tapes and disks and notifies superior if worn or damaged.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of source documents related to work assignments.

Some knowledge of common error factors inherent in source documents and keypunch operations.

Ability to learn data processing equipment, operating methods and techniques.

Ability to understand and execute oral and written instructions.

Ability to maintain effective relations with other employees.

DESIRABLE TRAINING AND EXPERIENCE

Completion of the twelfth school grade; and some experience in a data processing operation; or an equivalent combination of training and experience.

EDP TAPE LIBRARIAN

1.4.1(0340)

NATURE OF WORK

This is responsible clerical work in classifying, cataloging, and maintaining a library of magnetic tapes and disk files for electronic data processing purposes.

An employee in this class classifies, catalogs, and assigns a descriptive code to the material conforming with a standardizing system. Work involves the preparation of index reference cards, the maintenance of tape and disk use records, and the storage and the storage and issuance of materials. Responsibilities may include maintaining files of program developmental records and operating instructions. A technical superior is available to resolve unusual problems encountered in the work, however, incumbents are expected to carry out recurring duties in accordance with established procedures and precendents.

ILLUSTRATIVE EXAMPLES OF WORK

Maintains a standardized magnetic tape and disk file library.

Applies standardized codes to new tapes and disks.

Prepares index cards for file reference.

Stores materials and records according to a standardized classification and cataloging system.

Issues data processing material and maintains charge out records.

Inspects returned tapes and disks and notifies supervisor if worn or damaged.

Maintains files of program developmental records and operating instructions.

Operates an alpha-numeric card punch machine.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of elementary data processing operations, procedures, and terminology.

Some knowledge of data processing library techniques.

Ability to understand and execute oral or written instructions.

Skill in the use of alpha-numeric keypunch machines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school; and some experiences in data processing clerical or library operations; or an equivalent combination of training or experience.

EXECUTIVE SECRETARY

1.4.1(0055)

NATURE OF WORK

This is highly responsible secretarial and office work in providing administrative assistance and clerical and secretarial services.

Work involves responsibility for providing all secretarial and clerical services to a top level administrator, and for relieving him of delegated program and administrative details. The employee must exercise considerable, initiative, independent judgment, and discretion in performing administrative work and in screening calls, visitors, and mail; in arranging conferences and meetings; in maintaining appointment schedules; in answering and disposing of requests for information; and in general public relations activities. The employee is expected to exercise initiative in keeping informed of all policies, rules, and regulations, and to act in a liaison capacity between the administrator's office and other departments and organizations. Work assignments are received with only broad statements of objectives, and are performed simply with general supervision. Work is normally reviewed on the basis of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Provides assistance to the administrator by screening calls, visitors and mail; interpreting organization policies, rules and regulations in response to queries from others; answering letters and general correspondence; planning appointment schedules and making travel reservations; and by processing confidential matters.

Performs responsible public relations duties through contacts and associations with visitors, State officials, and the general public and, in general, acts in a liaison capacity for the administrator.

Makes arrangements for conferences, which includes assisting in preparing the agenda, gathering and compiling data, and contacting participants.

Prepares special reports; answers requests for information which may include completing questionnaires and compiling data from files; takes and transcribes dictation by shorthand.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Extensive knowledge of business English, spelling, punctuation, and arithmetic, and possession of an excellent vocabulary, including technical terms peculiar to several pertinent fields.

Thorough knowledge of the principles of office management and of modern office procedures, systems, and equipment; ability to apply this knowledge to difficult problems.

Thorough knowledge of the laws, rules, regulations, and policies of the University.

Considerable knowledge of the operation and care of commonly used office equipment.

Ability to take, transcribe, and type complex, technical and confidential dictation accurately and rapidly, and to compose effective and accurate correspondence.

Ability to maintain complex administrative, fiscal, and academic records and to prepare statistical, scientific, and fiscal reports and to provide complex information from such records.

Ability to orient and train other clerical workers, and to explain organizational policies, rules, regulations, and procedures.

Ability to establish and maintain effective working relationships and to make contacts with superiors, subordinates, associates, administrators, and the general public, and to effectively and discreetly convey information.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a recognized college or university with major course work in business administration or secretarial science; and extensive experience in responsible secretarial work; or any equivalent combination of training and experience.

GRAPHICS TECHNICIAN

1.3.6(7235)

NATURE OF WORK

This is technical work in the design and preparation of printed, drawn, and photographed materials for duplication.

Work includes negative stripping and plate making as well as the design, layout, arrangement, and sketching of materials for reproduction. Work is reviewed for quality, printability, and satisfactory end results by departments and individuals who utilize graphic and printing services.

ILLUSTRATIVE EXAMPLES OF WORK

Creates, designs, and does finish work necessary for the preparation of graphic pieces for reproduction, including charts, graphs, and other graphic copy.

Makes dummies; prepares photo proofs for photographing; strips in halftones as required.

Burns, develops, and gums plates.

Performs lettering, both freehand and with lettering guides.

Operates copy cameras, enlargers, developers, and other printing and photographic equipment, and makes adjustments and minor repairs.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of printing, reproduction, and graphic displays techniques.

Considerable knowledge of common printing shop and photographic equipment.

Ability to plan, design, and lay out graphic art pieces.

Skill in lettering, drawing, and preparing a wide variety of materials for reproduction.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, supplemented by courses in printing and graphic arts; and technical experience in graphic arts work; or any equivalent combination of training and experience.

INFORMATION SPECIALIST

1.1.3(13111)

NATURE OF WORK

This is professional journalistic work in the production and editing of information material for a variety of media.

Work involves writing and editing news stories, publicity material, scripts and formal publications. Assignments are received in the form of general or oral instructions and are implemented with a considerable degree of independent creativity. Work is reviewed through inspection of results.

ILLUSTRATIVE EXAMPLES OF WORK

Writes regular and feature news stories as assigned, for release to newspapers and periodicals; writes radio and television script materials.

Conducts interviews and arranges press conferences; prepares promotional materials related to publications.

Makes arrangements for public utilization of special libraries and traveling exhibits; prepares publicity and informational releases.

Writes, edits, and supervises production of brochures, leaflets, reports, programs, and other publications.

Conducts studies and writes and publishes pertinent reports.

Writes and edits feature articles for various University publications.

Edits conference papers; arranges for art work and publication.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of reporting and editing.

Considerable knowledge of the principles and practices of public relations work.

Some knowledge of the techniques and methods of printing and publishing.

Ability to develop basic ideas into newsworthy form.

Ability to write and edit news items and to adapt them to the various public information media.

Ability to perform complex editing, proofreading, and similar technical functions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in English, journalism, or an allied subject; and experience in journalism, broadcasting, public relations, or related field of work; or any equivalent combination of training and experience.

INSTRUCTIONAL ASSISTANT

1.2.6(   )

NATURE OF WORK

This is technical and supervisory work in directing and performing routine instructional tasks associated with the instruction of undergraduate students. Laboratory supervision, such as in a physical science teaching laboratory, may account for much of the employees time.

Work includes responsibility for supervising the work being performed by undergraduate students in various types of laboratories, such as physical and biological sciences, educational media, reading clinic, curriculum laboratory, etc. The emphasis on the work will be the instruction of undergraduates, however, the employee may be responsible to see that necessary materials and equipment are available when needed. Instructions are normally received through conferences and written directives from a faculty member who is in charge of all instruction in a particular laboratory setting. Supervision may be exercised over undergraduate assistants.

ILLUSTRATIVE EXAMPLES OF WORK

Orientation lectures and instructions to undergraduate students on exercises and operations to be performed in the laboratory.

Assistance in the evaluation of the laboratory experiences of undergraduate students.

Assists in the preparation of laboratory manuals, materials and recommends the purchase of such equipment and materials as may benefit the laboratory instruction.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the subject area in which the employee is instructing.

Extensive knowledge of the laboratory operations that students under the employees supervision will be carrying out.

Ability to coordinate and direct the work of others in a manner conductive to full performance and high morals.

Ability to observe and analyze objectively the results of the work of students.

Ability to communicate in both written and oral language information of a highly technical nature.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in a cognitive teaching area; and practical experience in this area. This work should be supplemented by graduate work in the area and some teaching experience.

INVENTORY SUPERVISOR

1.1.4(10112)

NATURE OF WORK

This is responsible clerical and record-keeping work supervising the inventory control system of the University.

Work involves responsibility for maintaining records of all moveable equipment, conducting inventories, and supervising the placing of decals on such equipment. Supervision is exercised over a group of full time and part-time employees who maintain inventory records, carry out inventories, and place identification numbers on all new equipment acquired by the University. Work is performed under the general direction of an administrative superior, and is reviewed by spot checks and audits of records.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, lays out, and supervises the work of regular and part-time personnel engaged in clerical, record keeping, physical inventory, and identification of University moveable property.

Reviews equipment lists and purchase vouchers to assure that items are added to inventory records.

Makes appointments and sends employees to the location of new equipment for purposes of placing inventory number decals on same.

Provides inventory teams, as requested, to assist the various University departments in the conduct of physical inventories.

Prepares biannual departmental inventory listings and submits to each department for updating and corrections.

Prepares reports for superiors, auditors, and department heads.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern principles and practices in inventory control systems.

Considerable knowledge of bookkeeping and modern office practices, procedures, and equipment.

Considerable knowledge of the types and varieties of equipment common to large universities.

Ability to plan and supervise the work of clerical subordinates.

Ability to develop and administer inventory record-keeping systems.

Ability to prepare clear and concise inventory reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school; and experience, including some supervisory experience, in moderately complex record-keeping work; or any equivalent combination of training and experience.

JUNIOR APPLICATIONS PROGRAMMER

1.3.7(10380)

NATURE OF WORK

This is difficult technical work in coding, testing and documentary detailed sets of instructions for large electronic computers.

Employees assist in the review and analysis of detailed systems specifications and the preparation of the program instructions. Work involves coding of programs to handle problems of medium and low order complexity, using a compiler language such as FOTRAN, COBOL or PL/1. Occasionally works as a member of a team on larger or more complex projects under supervision. Work is assigned by the supervisor in the form of detailed input/output specifications and operating requirements. Detail supervision is received and work is reviewed when completed.

ILLUSTRATIVE EXAMPLES OF WORK

Translates design logic into compiler language programs, tests and documents final program.

Tests and checks programs from other computer installations and makes necessary modifications for use on a particular system.

Assists other programmers and senior programmers on large scale programs.

Sets up data and control cards for existing programs for outside departments.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of at least one of the major compiler programming languages, and particular characteristics of the machine on which the language is being used.

Considerable knowledge of electronic data processing coding practices necessary for programming instructions for electronic computers.

Some knowledge of block diagramming, flow charting, and procedural report writing.

Some knowledge of statistics, mathematics, formal logic and the general field of science.

Ability to keep track of many small details over long periods of time.

Ability to apply knowledge to solution of new and varied problems.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited junior college with coursework in computer programming; and some experience in programming large computers and peripheral equipment; or any equivalent combination of training and experience.

JUNIOR SYSTEMS ANALYST

1.3.7(10385)

NATURE OF WORK

This is difficult technical work in testing, implementing and documenting computer operating systems and system modifications.

Employees are competent to work on several phases of systems analysis with only general direction but requires some instruction and guidance for the other phases. Under direct supervision, assists higher level classifications in devising computer system specifications and record layout. Work is assigned by a Senior Systems Analyst in the form of specific procedures to follow.

ILLUSTRATIVE EXAMPLES OF WORK

Studies and analyzes existing office procedures as assigned; prepares system flow charts to describe existing and proposed operations; prepares block diagrams in accordance with instructions.

Installs computer software including assemblers, compilers, language processors, conversational time sharing systems and problem oriented processors.

Maintains and propogates locally generated system modifications.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of machine language programming.

Ability to comprehend specific functions of a large operating system.

Ability to clearly document an operating system and its modifications.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited junior college with coursework in systems software; and some experience in programming large computers and peripheral equipment; or any equivalent combination of training and experience.

LEAD SYSTEMS ANALYST

1.3.7(10387)

NATURE OF WORK

This is senior level professional and supervisory work in the analysis and design of functional improvements and extended capabilities for computer operating systems and other systems software.

Employees are considered as the assistant manager of systems analysis and have full technical knowledge of the activity. Work involves the supervisory responsibilities of instructing, directing and checking the work of other systems analysts. Providing users with information necessary to utilize software systems and hardware. Work is received in the form of general verbal instructions and system requirements; however, employees are allowed a great deal of creative freedom and the determination of work priorities.

ILLUSTRATIVE EXAMPLES OF WORK

Assists in the scheduling of the work of the section and the assignment of personnel to the various projects; assists in planning, organizing and controlling the activities of the section.

Evaluates requirements and limitations of operating systems; analyzes current and proposed systems programs and recommends functional improvements.

Supervises and trains operations personnel on new equipment and new systems.

Guides systems analysts in modifying the operating system.

Assists customers in the proper utilization of equipment and software.

Performs related work as required.

DESIRABLE KNOWLEDGES ABILITIES AND SKILLS

Extensive knowledge of large scale computer systems with the capability of diagnosing a computer problem and determining whether it be hardware, software and/or operational problem.

Thorough knowledge of all system software.

Ability to teach systems analysts and users about effective utilization of the system.

Ability to supervise personnel.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with a master's degree in computer science; and considerable experience in a large computer operating systems; or any equivalent combination of training and experience.

LIBRARY ASSISTANT I

1.4.3(7011)

NATURE OF WORK

This is clerical library work of a beginning level in assisting in various phases of library operation.

Work involves mostly clerical tasks, but the emphasis is on the application of some knowledge of standard library routines. Work includes the performance of some specialized sub-professional library duties of limited complexity. Work normally follows established practices and procedures and although subject to close supervision and review by a professional librarian, the employee is expected to perform routine phases of work independently after a reasonable period of training and indoctrination. Work is reviewed by observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Checks books or periodicals received against library orders; numbers new books and enters on lists.

Distributes periodicals to departmental libraries and display racks; prepares claims for missing periodicals from publishers.

Checks, numbers, and files government documents received; prepares orders for required documents from monthly catalog.

Works on checkers desk on a relief basis.

Searches purchase requests received from departments to avoid duplicate purchases; drafts and duplicates lists of exchange books; lists and searches gift books.

Cleans microfilm readers and issues microfilm; collects and distributes mail; processes books sent to and received from bindery.

Checks books, briefcases, and other material as persons leave library.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of basic library procedures, methods, and techniques.

Some knowledge of office procedures and practices.

Ability to perform routine clerical and record keeping tasks.

Ability to deal with library patrons tactfully and courteously.

Skill in the use of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school; and some experience in clerical or general library work; or any equivalent combination of training and experience.

LIBRARY ASSISTANT II

1.4.1(7012)

NATURE OF WORK

This is advanced clerical library work.

Work involves specific responsibilities for a special sub-professional phase of library service such as limited cataloging or supervision of a reading room or similar section of the library. Employees of this class are expected to work independently following established practices and procedures. Work receives the general supervision of a professional librarian at all times. Work may involve supervision of subordinate library personnel and student help and is reviewed by observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises the operation of a reading room; trains, assigns, and supervises student assistants.

Classifies new periodicals and pamphlets.

Assists library patrons with questions and problems.

Supervises operation of the reserve room; places books on reserve; totals fines received and makes out weekly report.

Catalogs books using Library of Congress classifications and Dewey Decimal System; conducts searches in connection with unclassified books and bibliographic material; files catalog cards for central and branch libraries.

Mans a loan desk; checks books and microfilms in and out; collects and records fines; assists patrons of the library.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of basic library procedures, methods, and techniques.

Some knowledge of and interest in books and periodicals of the type found in a University library.

Ability to assign and supervise the work of subordinate library assistants and student help.

Ability to meet the public with poise and self-assurance and to deal tactfully and courteously with library patrons.

Skill in the use of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, supplemented by college level course work, preferably including courses in library science; and experience as a library assistant at a lower level; or any equivalent combination of training and experience.

KEYPUNCH OPERATOR

1.4.3(0310)

NATURE OF WORK

This is office machine work in the operation of alpha-numeric card punch and card verifying machines.

After an initial training period employees of this class are responsible for the rapid and accurate operation of an alpha-numeric keypunch machine in converting information from source documents to punch cards. As experience is gained operators may perform the more difficult card punching assignments or may operate a verifier on a full time basis. Employees are required to be aware of apparent irregularities in data presented to be punched and to notify a supervisor of such irregularities. Work is performed in accordance with specific written and oral instructions and established routines and is evaluated for production and accuracy. Accuracy is checked through the verifying process.

ILLUSTRATIVE EXAMPLES OF WORK

Converts information from source documents to punch cards using an alpha-numeric card punch machine; prepares drum program cards for processing various source documents.

Operates a card punch verifier in checking the accuracy of punched cards.

Performs routine clerical work in maintaining card files; records and submits daily production records.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of modern office practices and procedures.

Ability to understand and execute oral and written instructions.

Ability to learn the operation of card punch and card verifying machines, and manual dexterity sufficient to develop skill and speed in their operation.

Ability to perform repetitive work under noisy working conditions.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation, including courses in typing or keypunching.

KEYPUNCH SUPERVISOR

1.4.2(0315)

NATURE OF WORK

This is supervisory work directing alpha-numeric card punch machine operations.

Work involves responsibility for planning, assigning, and supervising the work of a moderate-sized group of keypunch operators engaged in preparing and verifying punch cards from a wide variety of source documents. A major responsibility involves controlling and coordinating the flow of work through the unit to ensure maximum production and adherence to work deadlines. Duties include training new operators, maintaining unit and production records, and participating in the more complex card punching arrignments as required. Established routines govern the work, however, specific instructions are received concerning new assignments or changes in procedure. A superior is available to resolve unusual or difficult problems. Work of the unit is evaluated for accuracy and adherence to production schedules.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, assigns, and supervises the work of subordinates engaged in the operation of alpha-numeric card punch and card verifying machines; maintains employee performance and production records; takes corrective measures as required to improve the quality and quantity of work performed.

Coordinates the flow of work through the unit to ensure maximum production and adherence to time commitments.

Trains new employees in the operation of keypunch machines; explains the function of program cards in relation to source documents; instructs operators when new systems or unfamiliar procedures arise.

Operates a keypunch machine to produce master program cards for new assignments.

Maintains records of incoming data; maintains employee time sheets; and performs related clerical duties.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operation and application of alpha-numeric card punch and card verifying machines.

Some knowledge of modern office practices and procedures.

Ability to plan, assign, and supervise the work of subordinates.

Ability to establish and maintain effective working relations with other employees.

Skill in the use of alpha-numeric keypunch machines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school; and experience in the operation of keypunching equipment; or an equivalent combination of training and experience.

LIBRARY ASSISTANT III

1.3.5(7013)

NATURE OF WORK

This is specialized clerical and sub-professional library work performed in a functional unit or branch of the main library, or other University library facilities.

Employees of this class apply a knowledge of modern library methods and techniques in the performance of varied library clerical work and sub-professional library duties of limited complexity. Work requires a familiarity with standard library organization and routines which may be gained through considerable experience in library clerical work or through special training in library science. The employee exercises some discretion and judgment in performing routine sub-professional tasks, although advice and assistance are readily available from professional personnel; clerical tasks, once learned, are ordinarily performed without direct supervision. Work may be subject to periodic checks but is primarily reviewed through conferences and observations of results.

ILLUSTRATIVE EXAMPLES OF WORK

Assists readers in making effective use of library facilities; prepares reading lists; does cataloging of books and other library materials; supervises library routines at circulation desk or in catalog or reference departments.

Performs reader advisory or reference work of a directory or fact-finding nature.

Collects and prepares circulation statistics; prepares cards and records for serial acquisitions; prepares temporary records, pulls shelf and content cards, and adds proper information; routes pieces for cataloging, checks in periodicals and prepares periodicals for binding; receives and processes gift periodicals, books, pamphlets, maps, and theses; sorts, compiles lists of, and exchanges duplicate holdings.

Conducts tours through the library for first year students.

Files written or verbal inter-library loan requests for books, films, periodicals, microfilms, or photostats.

Orders and shows films for local schools, faculty, and students; books audio-visual equipment; addresses film catalogs; and corresponds with film users, sponsors, and film producers and distributors.

Prepares and lists shipments sent to the commercial bindery; and prepares personal binding for faculty and departments.

Maintains photographic slide file; inventories and orders supplies for slide room.

Takes periodic inventory; circulates periodicals to interested academic staff members and keeps records of serials and pamphlets received; issues check lists of new materials published to members of the academic staff for indication of the interests and needs of the various departments; searches all sources for information on books or periodicals to be ordered.

Supervises clerical assistants; maintains library records.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles, methods, and materials of library science in relation to cataloging, classification, bibliography, circulation, and reference.

Considerable reading knowledge of one or more foreign languages.

Ability to perform varied library clerical work with speed and accuracy.

Ability to establish and maintain effective working relationships with library patrons, faculty members, and subordinate employees.

Skill in the use of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with course work in library science, and in a modern foreign language; and considerable experience in work which provides familiarity with standard library techniques and procedures; or any equivalent combination of training and experience.

OFFICE MANAGER

1.1.3(10063)

NATURE OF WORK

This is highly responsible supervisory and administrative work involving detailed knowledge of specialized programs, opinions and procedures.

Work involves having a thorough knowledge of a set of regulations and operating procedures, and supervising with considerable independence the related clerical and administrative operations. The employee is required to exercise a high degree of judgment and initiative in carrying out operations within a general set of rules and regulations, and might typically have a more extensive working knowledge of a given subject area than his administrative superior. The work involves supervision of a group of clerical employees, and also includes responsibility for the direction of an office operation. Instructions are received from a department head on matters of policy. Assignments consist of statements of desired objectives and work is reviewed on the basis of reports and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans and directs the activities of major unit office and related programs.

Performs office management duties to insure that clerical work performed is in accordance with administrative policies and procedures.

Supervises a staff of clerical employees in maintaining personnel records, such as posting salary changes and sick leave.

Supervises clerical and other personnel engaged in preparing payrolls and budgets, posting accounts and ledgers, maintaining records, paying bills, issuing uniforms or supplies, and answering inquiries from students, faculty and the general public.

Directs and supervises clerical personnel engaged in providing secretarial and special services, such as housing, audio-visual services, registration, research and printing.

Supervises and participates in the maintenance of records of program operation; bills, receives deposits,

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and accounts for funds paid for services rendered by the administrative unit.

Compiles complex data for reports, budgets, studies and other projects.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the rules, regulations and operating procedures of the department of function in which employed.

Thorough knowledge of office management principles and practices.

Considerable knowledge of business English and arithmetic.

Considerable knowledge of modern office equipment and procedures.

Considerable knowledge of accounting and bookkeeping methods.

Ability to plan, assign, and supervise the work of clerical employees.

Ability to make work decisions in accordance with administrative rules, regulations, and policies.

Ability to maintain complex records and prepare reports from various statistical and financial material.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and with the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university, including courses in business administration and accounting; and considerable progressively responsible experience in administrative work and specialized work related to the appropriate work program; or any equivalent combination of training and experience.

OFFSET PRESSMAN

1.4.3(7230)

NATURE OF WORK

This is skilled work in the operation of large offset and related duplicating machines.

Work involves responsibility for the accurate and efficient operation, adjustment, and servicing of large offset presses. Work assignements are received in terms of materials to be reproduced and time requirements. Work is performed under the supervision of a technical supervisor who reviews finished work for volume, neatness, and clarity by observation of results obtained as well as economy of materials and efficiency of operations.

ILLUSTRATIVE EXAMPLES OF WORK

Operates offset presses in reproducing books, folders, posters, forms, reports, bulletins and other materials; installs image plate on press, loads blank paper in feeder; mixes ink for color as required.

Maintains and requisitions duplicating supplies and materials.

Services, cleans, oils, and makes minor repairs and adjustments to presses and maintains them in good working order.

When not engaged in operating offset and related duplicating machines, may be assigned to assist in a variety of clerical and bindery duties.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the operation and basic maintenance requirements of offset and related duplicating equipment.

Considerable necessary knowledge of a variety of uses to which offset press machinery can be put and of the various types of plates and processes appropriate to it.

Considerable knowledge of the papers, inks, and other supplies used in duplicating especially the weights, types, and uses of papers.

Ability to plan and schedule work.

Ability to follow detailed written and oral instructions.

Ability to keep routine records and to prepare reports.

Skill in the operation and care of large duplicating and allied equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a vocational or standard high school; and experience in the operation of large offset presses; or any equivalent combination of training and experience.

OFFICE SUPERVISOR

1.4.1(0060)

NATURE OF WORK

This is highly responsible clerical and supervisory and limited administrative work involving detailed knowledge of a specialized program, operation, or procedure.

Work involves having a thorough knowledge of a set of regulations, office operating procedures, or similar body of knowledge, and supervising with considerable independence the related clerical and administrative operations. The employee is required to exercise a high degree of judgement and initiative in carrying out operations within a prescribed set of rules, regulations, and procedures and might typically have a more extensive working knowledge of a given subject matter area than his administrative superior. However, the employee does not have authority to authorize or initiate variations from existing rules or policy without prior clearance of an administrative superior. The work normally involves supervision of a group of clerical employees, and may include responsibility for the direction of an office operation. Instructions are received from an administrative superior on matters of policy. Assignments usually consist of statements of desired objectives and work is reviewed on the basis of reports and results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Performs office management duties to insure that clerical work performed is in accordance with administrative policies and procedures.

Supervises a staff of clerical employees in maintaining personnel records, such as posting salary changes and sick leave.

Supervises clerical personnel engaged in preparing payrolls and budgets, posting accounts and ledgers, maintaining records, paying bills, and answering inquiries from the general public.

Supervises the operations of the student and alumni placement program; arranges interviews and reviews files of students before scheduling recruitment interviews with industrial and business employers; counsels students on placement matters.

Supervises clerical personnel engaged in providing secretarial and special services, such as housing, audio-visual services, registration, research and printing.

Supervises and participates in the maintenance of records of program operations; bills, receives deposits, and accounts for funds paid for services rendered by the administrative unit.

Compiles data for reports, budgets, studies, and other projects.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the rules, regulations and operating procedures of the department or function in which employed.

Considerable knowledge of business English and arithmetic.

Considerable knowledge of modern office equipment, procedures, and practices.

Ability to plan, assign, and supervise the work of clerical employees.

Ability to make work decisions in accordance with administrative rules, regulations, and policies.

Ability to maintain complex clerical records and prepare reports from various statistical and financial material.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and with the public.

DESIRABLE TRAINING AND EXPERIENCE

Gruaduation from a standard high school, supplemented by completion of two years of college, including courses in business administration; and considerable progressively responsible experience in administrative or clerical work, and specialized work related to the appropriate work program; or any equivalent combination of training and experience.

PHOTOGRAPHER

1.3.5(17212)

NATURE OF WORK

This is skilled work in all phases of commercial-type photography.

Work involves a variety of photographic assignments, including still and motion photography, in black and white and color. The employee operates a number of still and motion picture cameras, microfilm cameras, and a variety of studio and darkroom equipment. Work is carried out with considerable technical independence. Work is reviewed by observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Photographs assigned activities of the University in still and motion pictures and in color or black and white for public relations purposes.

Makes photographic reproductions of typed copy, drawings, photographs and other materials for the preparation of visual aids, slides and transparencies, or for reproduction in education and scientific journals.

Processes and prints films; employs special skills such as micro-photography; microfilms newspapers and books.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the techniques, equipment and materials used in modern photography.

Considerable knowledge of the methods and techniques used in developing and processing film.

Ability to operate a variety of photographic equipment and achieve acceptable prints.

Ability to photograph and edit motion pictures of various events and projects.

Ability to prepare photographic material for reproduction.

Ability to maintain effective working relationships with staff.

Skill in the use and maintenance of photographic equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school; and considerable experience in commercial photography; or any equivalent combination of training and experience.

PHOTOGRAPHIC TECHNICIAN

1.3.5(7210)

NATURE OF WORK

This is skilled work in the operation of photographic laboratory equipment.

Work involves the operation of cameras and related equipment in producing photographic copies of enlarged or varying sizes and/or of difficult shades for reports and publications. Duties also include developing film and making prints, and the operation of standard equipment in preparing prints for use. Work is performed according to established routines, which once learned, require little supervision in process. Work is checked through the acceptance of finished products and the maintenance of adequate production schedules. Work is performed under general supervision.

ILLUSTRATIVE EXAMPLES OF WORK

Operates photographic equipment in preparing photographs or negatives for duplication on offset presses; mixes photographic solutions; develops films; fixes, washes, and dries prints.

Makes art and other slides.

Controls developing times for screens in order to produce a range of shades in one color photographs; operates related desired equipment.

Does paste-ups; strips and opaques negatives; assists in layout preparations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, materials, and techniques in the operation of standard photographic equipment.

Considerable knowledge of the methods and techniques in developing and processing film.

Ability to understand and follow oral and written instructions.

Ability to use photography related duplicating and binding equipment.

Skill in making reproductions and in the use and care of photographic equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school; and considerable experience in photographic laboratory work; or any equivalent combination of training and experience.

PRESSROOM AND BINDERY FOREMAN

1.3.5(17262)

NATURE OF WORK

This is supervisory and technical work in the production of printed and graphic arts products of a large scale printing operation.

Work involves responsibility for supervising subordinates engaged in the production and binding of graphic arts products in the central printing unit. Supervision is exercised over a staff of technical assistants and subordinates including offset pressmen, bindery workers, and trainees. Some independence is exercised in determining procedures and scheduling operations. Work is performed under general supervision of administrative superiors who make periodic checks on work performed for quality and adherence to established policies.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, lays out, and supervises the work of skilled subordinates engaged in the production of a wide variety of printed and graphic arts products.

Supervises and participates as necessary in offset presswork, binding, and related duplicating operations, trains apprentices in the operation of printing and binding equipment.

Inspects work in progress and finished materials to see that quality and quantity standards are complied with.

Resolves technical problems such as special ink mixtures.

Requisitions materials, inks and equipment; schedules necessary repair and service of machines; makes periodic inventory of supplies.

Sees that records of cost, production, and time worked are maintained, and appropriate records submitted.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the operation of offset presses and bindery equipment, and the techniques of reproduction and assembly of printed items.

Thorough knowledge of the use and application of papers, inks, fluids and chemicals used in printing.

Considerable knowledge of layout for photographic and offset reproduction.

Ability to train and direct the work of a staff of printing and bindery personnel.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school, supplemented by specialized training in graphic arts; and considerable experience, including some supervisory experience, in technical printing work; or any equivalent combination of training and experience.

PROGRAM DEVELOPMENT ASSISTANT

1.2.7( )

NATURE OF WORK

This is technical and supervisory work in directing and performing routine duties associated with the development of instructional materials.

Work includes responsibility for supervising the work being performed by undergraduate student assistants in the preparation of instructional materials, and assisting a professional staff in carrying out their work. In this latter capacity the employee will be responsible for routine literature searches, assisting with the evaluation of the effectiveness of experimental teaching materials and in the writing and preparation of guides, instructional materials and laboratory experiences.

ILLUSTRATIVE EXAMPLES OF WORK

Makes literature searches for information relative to the specific problems at hand, prepares instructional materials under the supervision of a faculty member or other professional employee, assists in the preparation of laboratory materials and in the evaluation of same.

Participates in fields studies, collection of data relative to the specific problem under study and performs routine statistical analyses.

Operates specilized pieces of equipment such as found in an educational media laboratory.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of laboratory techniques and methods for obtaining desired results.

Extensive knowledge of the principles and theories of applied science and education, and ability to learn new techniques in particular as applied to educational media.

Ability to follow oral and written instructions and perform assigned tasks according to prescribed procedures.

Ability to prepare charts and curves based on data accumulated from various types of experiments.

Skill in performing the manipulative tasks involved in the performance of assigned duties.

Ability to communicate in both written and oral language information of a highly technical nature.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accreditied college or university with major course work in a cognitive teaching area; and practical experience in this area. This work should be supplemented by graduate work in the area and some teaching experience.

PROOFREADER

1.3.5(7215)

NATURE OF WORK

This is clerical and editorial work of some complexity and variety.

Work involves performing standardized duties relating to the careful review of galley proofs and negatives for such errors as misspelled words, improper spacing, and determination of missing words or lines. Duties also include assisting in the preparation of dummy layouts and maintaining clerical control over the status of printing jobs. Work is performed under general supervision and is reviewed by the clients evaluation of the accuracy of the finished product.

ILLUSTRATIVE EXAMPLES OF WORK

Receives and reviews galley proofs and negatives; searches carefully for any typographical errors such as misspelled words, improper spacing, missing words and missing lines.

Returns proofs to appropriate section for corrections; reproofs corrections.

Lines tables and pastes in pictures; sends or shows dummy layouts to clients.

Maintains control envelopes indicating status of various printing jobs.

Searches file for negatives for reprint jobs; files negatives.

Converses with clients regarding changes and corrections in proofs.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of business and literary English, spelling, grammar, and usage.

Some knowledge of volume printing techniques, procedures, and equipment.

Some knowledge of modern office practices and techniques.

Ability to perform extremely careful reviewing and editing of printed materials.

Ability to establish and maintain effective working relationships with clients and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, including extensive English course work; and some experience in proofreading, editing, or a related field; or any equivalent combination of training and experience.

PSYCHOMETRIC ASSISTANT

1.2.8(0125)

NATURE OF WORK

This is clerical and technical work in the administration and scoring of standard psychometric tests given to students, applicants, and participants in research projects.

Work involves administration of a wide variety of objective tests, and the scoring and recording of the results of such tests, which are given on a group or individual basis. Tests to be administered are prescribed by professional superiors, and all work is performed in accordance with established policies and rules. Work is reviewed by analysis of test profiles, through conferences, and by observation of the results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Schedules appointments for examinees to be tested.

Gives oral or written instructions in accordance with prescribed routines; explains test procedures to examinees and encourages the subject's interest in the test.

Administers a variety of individual group tests including those for interest, personality, achievement, dexterity, aptitude, and spatial relations.

Scores tests by hand, using appropriate scoring key and scoring instructions; records test results and profiles individual scores on charts; reports test results to counselor or referring agency.

Maintains files and inventories supplies of test booklets, answer sheets, profile forms, and vocational information.

Gathers statistics for reports on the testing program.

Provides vocational and educational information to students.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the principles and practices of psychometry.

Some knowledge of the principles of educational psychometry, with special reference to mental measurement.

Ability to score tests accurately, rapidly, and in accordance with standard psychometric procedures.

Ability to administer and supervise a variety of standardized individual and group tests.

Ability to prepare statistical reports and profiles of scores from test records.

Ability to establish and maintain effective working relationships with examinees, professional associates, and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a recognized college or university with course work in psychology; and some experience in administering and scoring standardized tests; or any equivalent combination of training and experience.

PUBLICATION SPECIALIST

1.3.5(3105)

NATURE OF WORK

This is responsible editorial work in the production of reports and publications.

Work involves editing material for grammatical errors, structural flaws and adherence to uniform publication formats. Responsibilities include volume production of publications and reports by coordinating the assembling, printing and mailing of publication projects. Work is performed independently within established methods and procedures, but assistance may be readily obtained on assignments which deviate from established standards. Supervision may be exercised over student assistants and clerical employees.

ILLUSTRATIVE EXAMPLES OF WORK

Edits and supervises production of brochures, leaflets, reports, programs and publications. Edits manuscripts; arranges for, or produces, illustrations for publications.

Receives and reviews gally proofs and negatives from printers, searches for misspelled works, improper spacing, missing words and missing lines. Obtains cost figures from printing firms; estimates cost to publish; coordinates and mails orders for completed publications; issue receipts and deposit funds.

Supervise the printing of material on a small offset duplicating machine.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of journalistic editing.

Considerable knowledge of English grammar and spelling.

Some knowledge of volume printing techniques, procedures, and equipment.

Ability to perform extremely careful reviewing and editing of to-be-published materials, proofreading and similar technical functions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university.

RECORDS LIBRARIAN

1.4.2(0090)

NATURE OF WORK

This is professional work administering a records library within the University system.

Work involves the development, implementation and administration of a classification system of records. The employee is required to exercise a high degree of judgment in carrying out a system that is common to other institutions enabling the mutual understanding of informational data and statistics. Work normally involves supervision of clerical employees and the establishment of office routine. Instructions are received from an administrative superior on matters of policy. Assignments consist of statements of desired objectives and work is reviewed on the basis of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Supervise clerical personnel engaged in receiving clinic clients; review records to determine that information is sufficient to meet established standards.

Supervise and participate in the coding and indexing of records so as to provide administrative and other information needed.

Initiate, revise and implement record admission procedures to conform to standard guidelines.

Provide guidance to student clinicians in the proper methods and procedures employed in receiving and record procedures and the interpretation of statistical abstracts.

Abstract records to provide information for research purposes.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of record library science.

Some knowledge of modern office practices, procedures, methods and equipment.

Ability to collect, analyze and review record date; and in adapting existing systems to meet new needs.

Ability to provide supervision to clerical employees and to communicate effectively with the public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a college or university and experience in developing record library systems.

RESIDENCE MANAGER

1.3.8(13021)

NATURE OF WORK

This is administrative work in student residence management.

Work involves management and operation of a large student residence hall. Supervision is extended over a small staff of subordinate personnel engaged in clerical operations. Work is performed with considerable independence under the general direction of an administrative superior who works through reports, discussion and analysis of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Carries out room assignment activities following prescribed University policies; maintains appropriate records.

Directs residence hall desk and mail operations.

Maintains master list of all residents in hall.

Coordinates residence hall activities with various other University programs and activities; maintains liaison with House Directors, the Housing Office, appropriate administrative offices and academic personnel.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of University policies and procedures with regard to housing.

Some knowledge of hotel type business record-keeping practices.

Some knowledge of general housekeeping and maintenance practices.

Some knowledge of rental arrangements as regards to student residences.

Ability to maintain effective working relationships with subordinate personnel, faculty, administrative staff and students.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school supplemented by

at least two years of college or university level work in business or hotel management; and some experience in the operation and management of a small residence complex, preferably in a supervisory capacity; or any equivalent combination of training and experience.

SECRETARY I

1.4.2(0035)

NATURE OF WORK

This is secretarial work of limited variety which includes taking and transcribing rapid oral dictation.

Work involves the performance of routine secretarial and clerical work which follows established methods and procedures. Taking and transcribing of rapid oral dictation is essential to the performance of assigned duties, in addition, the employee may be required to use a transcriber. Instructions are generally given at the beginning of each new assignment, although after employees become familiar with particular policies and procedures they may work with relative independence. Work is usually reviewed until proficiency is acquired, although more complex and difficult work may always be subject to approval by an administrative superior who is periodically available for advice and assistance.

ILLUSTRATIVE EXAMPLES OF WORK

Takes and transcribes dictation, using shorthand or transcriber, consisting of correspondence, memoranda, manuscripts, technical and administrative reports, and other material.

Receives and routes mail; composes some correspondence, usually from marginal notes pertaining to established routines such as mailing out catalogs and flyers.

Acts as receptionist, giving necessary information; aids students and others in filling out forms, in registering for classes, and in other routine procedures; maintains appointment schedule for an administrator; receives telephone calls and provides routine information, or directs calls to the appropriate persons; makes hotel and travel reservations for an administrator.

Types articles, quizzes, minutes, reports, tabulations, manuscripts, technical manuals, bulletins, forms, statements, and other documents from copy or rough draft; types stencils; proofreads typed copy.

Maintains simple balances for expenditures; types check requests, purchase orders and personnel forms; sets up and maintains routine office and correspondence files.

Operates various office machines which may be used with little training, such as mimeograph, ditto, photocopy, adding and addressograph machines.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of stenography and machine dictation.

Considerable knowledge of business English, spelling, punctuation, arithmetic, and possession of a good vocabulary.

Some knowledge of modern office practices, procedures, and equipment.

Ability to meet officials, students, and visitors pleasantly and courteously, and to effectively convey routine information.

Ability to make arithmetical computations and tabulations with speed and accuracy.

Skill in the operation of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, including courses in shorthand and typing; and some experience in general clerical and office work.

SECRETARY II

1.4.2(0040)

NATURE OF WORK

This is secretarial work of some difficulty and responsibility performing a variety of general office tasks including the taking and transcribing of rapid oral dictation.

Work involves the performance of difficult standardized office duties which involve judgement based on knowledge gained through experience. Employees are usually responsible directly to a department head. Assignments which depart from established university or departmental procedures are approved by a superior, But employees are required to develop their own techniques and procedures for carrying work through to completion. Supervision or coordinative functions may be exercised over clerical employees or student assistants.

ILLUSTRATIVE EXAMPLES OF WORK

Takes and transcribes dictation using shorthand or transcriber consisting of a variety of correspondence, articles and office memorandums. Types from rough drafts manuscripts, technical or administrative reports, and confidential material.

Maintains records for fiscal and academic reports and prepares budget admendments; purchase orders, and check requests; checks and varifies payroll vouchers, posts, balances and reconciles departmental budget; gathers data from files and prepares annual and periodic reports.

Greets individuals calling in person or by telephone; refers callers to proper persons; gives out information; maintains appointment schedule; makes hotel and travel reservations.

Coordinates typing and clerical tasks with subordinates and student assistants by determining priority and checking completed work for adherence to standard procedures.

Operates various office machines which may be used with little training, such as mimeograph, ditto, photocopy, adding and addressograph machines.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of stenography and machine dictation.

Considerable knowledge of business English, spelling, punctuation, and arithmetic, and possession of a good vocabulary.

Considerable knowledge of modern office practices, procedures, systems, and equipment.

Ability to maintain administrative, fiscal, and academic records, and to prepare reports and answer questions from such records.

Ability to establish and maintain effective working relationships with officials, employees, students, and associates, and to effectively convey information.

Skill in the operation of a typewriter.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school with training in shorthand and typing; and some experience in clerk stenography or secretarial work; or any equivalent combination of training and experience.

SENIOR ACCOUNTANT

1.1.3(10132)

NATURE OF WORK

This is advanced professional and supervisory accounting work in the management of business and accounting activities of a University enterprise or major field establishment.

Work involves responsibility for the management of a complete set of accounts. An employee in this class exercises considerable judgment in planning, installing, revising and maintaining accounting procedures and in the preparation of statements and reports. Major changes in policies and procedures are subject to the approval of the organizational director. Work is reviewed through conferences, study of regular and special reports, and general observation of the effectiveness with which the assigned work is carried out.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, organizes, reviews, and supervises the work of a group of subordinate subprofessional and clerical employees engaged in various accounting functions.

Develops internal systems of reports for evaluation and control of operations.

Prepares or supervises the preparation of regular and special financial and statistical statements and reports.

Analyzes and reviews various organizational procedures and problems and makes recommendations for improvements to the director.

Supervises and assumes responsibility for the administration of the organizational budget; trains and directs personnel in all phases of fiscal work.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of accounting principles and practices and their application to University accounting systems.

Considerable knowledge of modern office methods and procedures and familiarity with the use of standard office equipment used in complex accounting transactions.

Considerable knowledge of the principles of University financial administration including budgeting and reporting.

Ability to make independent audits of a complex set of accounting records.

Ability to develop internal accounting and control systems.

Ability to establish and maintain effective working relationships with subordinates, other employees and officials and the general public.

Ability to plan, organize and supervise the work of subordinate professional and clerical employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in accounting or business administration; and experience in governmental, university or commercial accounting including some supervisory experience; or any equivalent combination of training and experience.

SENIOR APPLICATIONS PROGRAMMER

1.3.7(10381)

NATURE OF WORK

This is professional work in coding, testing and documenting detailed sets of instructions for large electronic computer systems.

Employee is competent to work at the highest level technical phases of programming on most projects. Work involves design and coding of programs to handle problems of a high order of complexity, using compiler languages such as FORTRAN, COBOL, PL/1 and some assembler languages. Acts occasionally as a team leader or member on larger projects. Employee works under the general supervision of the Applications Systems Analyst/Consultant or the Programming Supervisor who reviews major aspects of finished programs and work in progress.

ILLUSTRATIVE EXAMPLES OF WORK

Analyzes problems outlined by systems analysts in terms of detailed equipment requirement and capabilities; designs detailed machine logic flow charting; verifies program logic by preparing test data for trial runs.

Designs logical flow for programs, translates logic into compiler and assembler programs; tests and documents final program.

Tests checks, and implements programs from other computer installations and makes necessary modifications and additions for use on a particular system.

Acts as a member or leader of a team working on a large project; assists lower level programmers.

Writes major documentation of new and existing programs and system; furnishes computer operators with special operating procedures.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of one major compiler language, and particular characteristics of the machines on which the language is being used.

Considerable knowledge of one additional major compiler language, and particular characteristics of the machines on which the language is being used.

Considerable knowledge of flow charting, block diagramming, and procedural report writing.

Considerable knowledge of capabilities, limitations, uses and requirements of at least one large computer system.

Considerable knowledge of electronic data processing coding practices necessary for programming instructions for electronic computer systems.

Some knowledge of statistics, mathematics, formal logic or accounting, management, and economics; and the general field of science.

Some knowledge of an assembler language and the machine which it operates.

Ability to apply present knowledge to solution of new and varied problems, and ability to rapidly assimilate new information when the situation warrants.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course-work in engineering, basic sciences or business; and experience in programming large computer systems and peripheral equipment; or any equivalent combination of training and experience.

SENIOR COUNSELOR

1.2.8(13032)

NATURE OF WORK

This is very responsible senior level professional work directing or assisting in directing the conduct of a wide variety of services for students and prospective students.

Work involves responsibility for assisting in the direction of student service and counseling programs in areas such as academic advising, admissions, financial aid, employment, housing and extracurricular activities. An employee in this class is responsible for large programs on a departmental level, and for entire University-wide programs. Supervision may be exercised over other professional staff, as well as over a variety of clerical and student help. Work is received in the form of general verbal instructions indicating the goals and objectives of the organization or program. Work is performed with considerable independence and is reviewed for conformity with established rules and procedures.

ILLUSTRATIVE EXAMPLES OF WORK

Interviews and counsels students regarding all aspects of their academic programs such as class standing, credit load, violation of regulations, incomplete work, and withdrawal from the University; reviews records of students not in good academic standing and helps determine whether they shall be dismissed from school.

Supervises the assignment of students to residence halls; maintains records of residents in residence halls and fraternities and sororities.

Travels to high schools and colleges throughout Georgia; and orients prospective students regarding the educational program of the University.

Maintains close contact with foreign students from abroad on matters pertaining to immigration and taxation; serves as liaison between the University and the national public and private agencies concerned with foreign students.

Assists in the administration of the Student Center; serves as a committee member to review requests for aid; develops activities programs; coordinates the functions of student organizations, Student Center Board and committees, special committees and projects, and major campus events; coordinates and supervises the work of the Student Center staff.

Assists the Dean of Women by relieving her of many of her administrative functions; serves as adviser to student organizations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the policies and regulations of the University.

Considerable knowledge of student activities and organizations and their purpose and functions.

Considerable knowledge of the techniques and procedures involved in academic and personal counseling.

Some knowledge of the principles and practices of modern office management.

Ability to establish and maintain effective working relationships with students, faculty, and staff.

Ability to learn the specific techniques needed to operate effectively in particular area of student affairs.

Ability to plan, assign, schedule and review the work of others.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university, supplemented by a Master's degree in college student personnel administration or a related field; and considerable experience working with students and student groups; or any equivalent combination of training and experience.

SENIOR INFORMATION SPECIALIST

1.1.3(13112)

NATURE OF WORK

This is highly responsible supervisory, editorial, and journalistic work in the preparation and distribution of news and publicity for the University.

Work involves responsibility for supervising the development and distribution of a regular supply of news items and publications concerning University activities. Supervision is exercised over a group of subordinates. Work is carried out under the general supervision of the Director of Public Relations, and is reviewed through conferences and by observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Assigns and supervises the work of a group of journalistic personnel engaged in preparing news releases and publications on University activities.

Edits and rewrites as necessary; reads proofs.

Initiates and develops ideas for all news media; maintains continuous contact with key media representatives.

Cooperates with visiting newsmen and feature writers in the preparation of news stories and feature articles; supplies information and pictorial material; arranges press conferences.

Counsels University officials with regard to publicity programs.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices involved in newspaper reporting and editing.

Thorough knowledge of the principles and practices of public relations work.

Ability to assign and supervise the work of a group of subordinates engaged in writing and related assignments.

Ability to initiate and develop original story ideas and to adapt material to press requirements.

Ability to write and edit news items and to adapt them to requirements of various public information media.

Ability to maintain working relationships with press, radio and television representatives.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in journalism or an allied subject; and considerable experience in journalism, including newspaper and editorial experience; or any equivalent combination of training and experience.

SENIOR SECRETARY

1.4.2(0045)

NATURE OF WORK

This is moderately difficult and varied clerical and secretarial work which involves taking and transcribing difficult oral dictation and the performance of relatively complex general office duties.

While the ability to take and transcribe shorthand or dictaphone dictation is an element essential to the work, time spent in this activity may vary considerably among positions in this class. Employees exercise independent judgment based on knowledge gained through the performance of responsible clerical and secretarial duties. Supervision or coordinative functions is exercised over other clerical workers and student assistants. Changes in procedures and policies, and new assignments, are received in general outline and employees are expected to proceed with minimum supervision although advice and assistance are normally available. Work is reviewed periodically.

ILLUSTRATIVE EXAMPLES OF WORK

Answers inquiries requiring interpretations of routine policies, rules and regulations; provides information on procedural matters to lower level secretarial and clerical employees; coordinates and supervises activities of other employees in routine clerical operations.

Takes, transcribes, checks, and proofreads complex and technical dictation, consisting of correspondence, momoranda, manuscripts, technical and administrative reports, and contracts and proposals.

Maintains voluminous and relatively complex fiscal, administrative, and academic records.

Compiles data for and completes administrative and public reports and bulletins, questionnaires, and other documents; prepares complex work sheets and talbes from standardized raw data.

Operates standard office machines.

Interviews, screens, and refers student and general callers, answering varied inquiries personally and explaining basic policies and procedures. Answers telephone and makes appointments for superior; may interview applications for clerical positions; makes travel reservations; arranges for conferences.

Composes routine letters and articles; proofreads reports, forms, and other typed matter for mathematical accuracy and correct grammatical usage; types stencils.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of stenography and machine dictation.

Considerable knowledge of business English.

Considerable knowledge of modern office practices.

Ability to take complex and technical dictation at a satisfactory rate of speed, and to transcribe it accurately.

Ability to maintain administrative, fiscal, and academic records, and to prepare reports and answer questions from such records.

Ability to establish and maintain effective working relationships with officials, employees, students, and associates, and to effectively convey information.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, including courses in shorthand and typing; preferably supplemented by advanced course work in office management; and experience in secretarial and in varied, complex office work; or any equivalent combination of training and experience.

SENIOR SYSTEMS ANALYST

1.3.7(10386)

NATURE OF WORK

This is professional work in coding, testing and documenting computer operating systems and system modifications.

Employee is competent to work at the highest level of technical phases of system analysis on most projects. Work involves functional modifications and improvements of an operating system by formulating logical statements of business problems and devises procedures for solution of the problems. Provides supervision to lower classifications for installation of system modifications and maintenance of the system software. Acts occasionally as a project leader. Employee works under the general supervision of Lead Systems Analyst or the Systems Supervisor and receives work assignment in the form of general functional requirements.

ILLUSTRATIVE EXAMPLES OF WORK

Confers with management to define the data processing problem; analyzes existing system logic difficulties and revises the logic procedures involved as necessary; develops logic and procedures to provide more efficient machine operations.

Codes system routines to further aid the computer users such as time sharing routines, input/output routines, error checking and diagnostic routines.

Modifies existing systems programs to suit the particular needs of the systems installation.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of system assembly language.

Considerable knowledge of other computer languages.

Ability to comprehend entire system concept of a large scale computer operating system.

Ability to efficiently program and thoroughly document necessary system modifications.

Ability to exercise limited supervisory skills.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university supplemented by courses in mathematics and computer programming; and experience in programming and system analysis; or any equivalent combination of training and experience.

STATISTICAL CLERK

1.4.2(0123)

NATURE OF WORK

This is difficult clerical work performing basic statistical analysis and computations.

Work involves the application of statistical techniques in the mathematical computation and analysis of data according to prescribed procedures. Work also involves typing and operation of calculating machines. Supervision is not normally exercised over others. Work is performed under general supervision once data sources, summary, and reporting methods are learned, and is reviewed upon completion by a professional supervisor.

ILLUSTRATIVE EXAMPLES OF WORK

Compiles, edits, and analyzes statistical data; plots graphs of standard curves, determines statistical values, and calculates percents, totals, variances and measures of central tendency.

Tabulates, codes, checks, calculates, processes, and reports experimental and statistical data; prepares a variety of graphs, tables, and charts for presentation of statistical data.

Maintains files of research reports and date; designs, types, and duplicates a variety of statistical forms and research reports.

Records input data on data processing punch forms to obtain computerized output on linear programming, regression analyses, and other types of analyses.

Operates adding machine to accumulate data totals from report forms.

Operates desk calculator to determine mean, median, and percentages.

Conducts library research; abstracts research articles.

Performs some clerical functions including correspondence, payroll preparation, and bookkeeping.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods of compiling and computing statistical data.

Ability to understand and accurately carry out detailed instructions involving several statistical steps.

Ability to perform mathematical computations involving the proper application of formulas.

Skill in the use of calculating and adding machines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, supplemented by courses in higher mathematics, statistics and accounting; and some experience in general clerical work, preferably including statistical work; or any equivalent combination of training and experience.

STUDENT RESEARCH ASSISTANT

1.4.4(6305)

NATURE OF WORK

This is technical work performed by part-time undergraduate student employees in the development and operation of research and experimental programs.

Work involves assisting in the preparation of various types of teaching and laboratory materials; and assists in recording, analyzing and verfication of data from various aspects of experimental programs. Employees in this work-study class perform technical aspects of production and development of educational materials for all cognitive areas. Employees of this class receive instructions as to the work to be performed and when necessary are shown specifically how to do it. Tasks that have been previously performed are carried out with limited direction and through conferences.

ILLUSTRATIVE EXAMPLES OF WORK

Makes literature searches for information relative to the specific problems at hand, prepares instructional materials under supervision of a technician or professional person, assists in the preparation of laboratory materials and in the routine operation of instructional laboratories.

Participates in field studies, collection of data relative to the specific problem under study and performs routine statistical analysis.

Operates specialized pieces of equipment such as found in an educational media laboratory.

Performs related work as required.

DESIRABLE KNOWLEDGES, AND SKILLS

Some knowledge of laboratory techniques and methods for obtaining desired results.

Some knowledge of the principles and theories of applied science and education, and ability to learn new laboratory techniques in particular as applied to educational media production.

Ability to follow oral and written instructions and perform assigned tasks according to prescribed procedures.

Ability to prepare charts and curves based on data accumulated from various types of experiments.

Skill in performing the manipulative tasks involved in the performance of assigned duties.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school, supplemented by college courses in the field of assignment; and some experience in performing the type of work involved in the assignment; or any equivalent combination of training and experience.

STUDENT WORKER

1.4.4(0150)

NATURE OF WORK

This is non-technical and general work performed by part-time student employees.

Work involves assisting full-time and other part-time employees in carrying out general tasks in food services, clerical, labor, and other close supervision, although once procedures are learned supervision becomes more general.

ILLUSTRATIVE EXAMPLES OF WORK

Packs and unpacks library books; copies material from books, periodicals, and other publications for students and professors; performs other non-technical library duties.

Waits on tables; cleans tables and dining facility floors; assists food service workers in assigned tasks.

Moves furniture; cleans walks; mops floors; cuts grass; loads and unloads trucks; and performs other custodial and labor duties.

Types and files records; and performs general clerical tasks.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the materials, methods, and procedures for carrying out assigned tasks.

Ability to understand and follow oral and written instructions.

Ability to perform a variety of tasks in the area of assignment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school and enrolled in college.

TABULATING EQUIPMENT OPERATOR I

1.4.3(0351)

NATURE OF WORK

This is data processing machine work at a trainee level in the operation of electronic data processing and related equipment.

Work involves learning the automatic data processing techniques for tabulating cards to record, reproduce, and calculate records and reports. As an employee gains experience he works with progressively more independence, especially in operating the less complex machines. Incumbents may participate in the development of better systems to process the various data placed in tabulating cards. Work is reviewed by supervisory observation and by various calculating and adding machine procedural checks.

ILLUSTRATIVE EXAMPLES OF WORK

Under close supervision, operates sorters, interpreters, reproducers, and tabulators.

Selects and inserts proper wiring units.

Obtains and lines up proper forms; sets carriage controls, switches, and other machine controls.

Obtains and runs the proper input/output cards, feeds cards into the equipment, and makes test runs to verify the correct operation of machines.

Reads set-up charts and wiring diagrams and makes wiring changes to achieve a variety of machine functions.

Wires or revises plug boards; consults with supervisor on report requirements and modifies plug boards to meet requirements.

Makes complete runs to prepare reports.

Assists in determining machine scheduling requirements.

Balances reports to predetermined totals and checks reports

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of modern office practices and procedures.

Ability to learn to program and wire machines for new procedures of moderate complexity.

Ability to learn to operate unit record machines with speed and accuracy.

Ability to learn assigned tasks rapidly and to adhere to prescribed routines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school.

TV ANNOUNCER

1.3.5(7577)

NATURE OF WORK

This is responsible work announcing programs for a university television studio.

Work involves assisting in the preparation of material and announcing television programs produced by an educational television studio. Employees operate a variety of broadcasting equipment in announcing programs. Work is performed under general directions and is reviewed while in progress and upon completion for the achievement of desired results.

ILLUSTRATIVE EXAMPLES OF WORK

Announces promotions, station identifications, and public service announcements for broadcasts.

Announces documentary information for television productions.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of operating techniques used in broadcasting operations.

Ability to follow written and oral instructions.

Ability to work effectively under pressure.

Ability to articulate over a communication media.

Skill in the use of the English language.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school; and experience in voice broadcasting.

TV PRODUCTION ASSISTANT

1.3.5(7575)

NATURE OF WORK

This is technical and creative work in assisting television directors or a production manager in the preparation and production of educational television programs.

Work involves writing programs, selecting visuals, and assisting the director during the rehearsal, "live" broadcasting and/or taping of television programs. Supervision is received in the form of discussions prior to, oral cues during, and reviews after broadcasts.

ILLUSTRATIVE EXAMPLES OF WORK

Conducts production conferences with subject matter specialists and performers to determine the course of action to be taken prior to, and during a broadcast; discusses and selects, with the aid of artists, the various kinds of art work to be used in programs.

Writes and selects visual materials for program scripts and inserts; dubs films and tapes when broadcasts are not in progress.

Conducts rehearsal and makes appropriate adjustments; evaluates and reports on the completed program.

Coordinates and directs studio crew members and technicians during program production; directs the recording of announcements to be used on the air.

Monitors elapsed time and time remaining during telecasts and relays this information to the director and others concerned with the production.

Determines which sets are to be used, and instructs crew members on their construction and placement.

Transmits cues and other information to the studio floor supervisors by telephone and gives cues to the audio man.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, materials and techniques used in the writing and production of television programs.

Considerable knowledge of the uses, operation and limitations of television broadcast equipment.

Ability to think and act quickly and efficiently and to work effectively as a part of a closely coordinated team.

Ability to translate information and ideas into effective program content.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a recognized college or university, including course work in television broadcast production procedures and program writing; and some experience in television program production; or any equivalent combination of training and experience.

TV PRODUCTION TECHNICIAN

1.3.5(7560)

NATURE OF WORK

This is technical work in an educational television studio that includes creative work in producing and filming television programs.

Work involves coordination of broadcast activity, operation of television cameras, and supervision of studio crewmen in the construction, arrangement, and maintenance of studio scenery, props, and technical equipment. Work also includes responsibility for proper lighting of the set. Supervision is received from an administrative superior through planning, discussion and reviews of program rehearsals and broadcasts. In some positions in this class supervision is exercised over studio crewmen and other employees.

ILLUSTRATIVE EXAMPLES OF WORK

Consults with superiors, crew members, and performers prior to broadcast regarding program plan, schedule, set arrangements, studio lighting, and camera placement; checks slides, film, tapes, visuals, and cameras prior to broadcast.

Operates television cameras during rehearsal, taping, or broadcast of television productions.

Coordinates broadcast activity from control room by directing when slides, film, videotape, audiotape, and other program elements are broadcast.

Supervises studio crewmen and participates in the placement of cameras, lights, scenery and props, flipstands, and monitors; supervises maintenance of studio equipment.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of operating techniques used in television program production.

Considerable knowledge of the operation of equipment used in the production of television programs, including television, motion picture and still cameras.

Ability to follow written and oral instructions.

Ability to supervise and coordinate the work of studio crewmen.

Ability to work effectively under pressure.
Skill in the use of photographic equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a standard high school or vocational school, supplemented by training in television production; and experience as a broadcast studio crewman or cameraman; or any equivalent combination of training and experience.

TV PROGRAMMING SPECIALIST

1.3.5(7570)

NATURE OF WORK

This is specialized public relations and planning work in the programming and promotion of educational television programs. Considerable independence is exercised in the preparation and distribution of promotional information. Supervision is received from a director through general review and discussion of program schedules and promotional releases. Supervisory duties are exercised over several clerical employees.

ILLUSTRATIVE EXAMPLES OF WORK

Writes, types, edits, and distributes public information releases and promotional publications which informs the public of scheduled television programs.

Prepares television program schedules in advance, selecting programs to be broadcast and programs to receive special promotion; previews films and videotapes.

Orders, receives, and ships television program films and videotapes; makes program changes when needed; prepares program log and posts program changes to log.

Selects and schedules public service announcements, music, and fillers for broadcast at intermissions or between programs; times and cues programs.

Prepares reports of program types, listing number of hours of filmed and taped programs and other data; sends notices to network control when changes are made in program schedules.

Answers viewers' requests by mail for program information; speaks to civic groups about educational television.

Conducts surveys and analyzes results in order to measure viewer interest and quality of television reception.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the types, sources, and methods of educational television programs.

Considerable knowledge of the principles and practices of public relations.

Some knowledge of operating techniques used in television production.

Ability to write promotional materials such as press releases and public information announcements.

Ability to supervise and coordinate the work of clerical employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a recognized college or university with course work in public relations, television broadcasting, journalism, or a related field; and experience in television production or promotion work; or any equivalent combination of training and experience.

TV STUDIO CREWMAN

1.3.5(7559)

NATURE OF WORK

This is technical and semi-skilled work performing tasks as a member of a team in a television studio.

Work involves specializing in either camera work or audio work and assisting in studio crew tasks such as, set construction, arrangement and maintenance of studio scenery, props, lighting and audio/visual devices. Direct supervision is received and work is reviewed in progress and by observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Operates a TV camera during rehearsal, taping, and broadcast of television productions.

Checks and reviews audio sources; places microphones; controls audio level input for tapes, film and live productions.

Assists in the assembling constructing and placing of scenery, props flipstands, and monitors for set arrangements; performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of operating techniques used in television program production.

Some knowledge of operating TV cameras, and/or audio devices.

Some knowledge of set construction and assembly.

Ability to work effectively under pressure.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and some experience in television work; or any equivalent combination of training and experience.

TV WRITER

1.3.8(7576)

NATURE OF WORK

This is journalistic work in writing or editing a variety of program materials.

Work involves the development and preparation of television program materials and advertising copies such as spot announcements, station identifications, public service announcements, and other related program materials. Work is performed under general supervision and work is reviewed while in progress and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK

Develops and prepares television program materials and advertising copies such as spot announcements, station identifications, public service announcements and other related program material.

Writes, edits and selects program promotional reports and materials for distribution to newspapers and other interested individuals and organizations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, materials, and techniques used in the writing of television programs.

Ability to translate information and ideas into effective program content.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a college or university with course work in public relations, television broadcasting, journalism or a related field.

List of References

Manual of classification specifications for administrative classified personnel. Athens, Ga.: University of Georgia, 1968.

Manual of classification specifications for non-administrative classified personnel. Athens, Ga.: University of Georgia, 1968.